



## **SPECIAL REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 13TH DECEMBER 2017**

**SUBJECT: 2018/19 DRAFT SAVINGS PROPOSALS FOR THE COMMUNITIES  
DIRECTORATE**

**REPORT BY: CORPORATE DIRECTOR - COMMUNITIES**

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### **1. PURPOSE OF REPORT**

- 1.1 To provide the Scrutiny Committee with details of draft 2018/19 savings proposals for the Communities Directorate.

### **2. SUMMARY**

- 2.1 The report provides details of 2018/19 savings proposals for Community & Leisure, Engineering and Regeneration & Planning Services.
- 2.2 Members are asked to consider the proposed savings prior to final proposals being presented to Cabinet and Council in February 2018.

### **3. LINKS TO STRATEGY**

- 3.1 The budget setting process encompasses all the resources used by the Council to deliver services and meet priorities.
- 3.2 Effective financial planning and the setting of a balanced budget support the following Well-being goals within the Well-being and Future Generations Act (Wales) 2015:-
- A prosperous Wales
  - A resilient Wales
  - A healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities
  - A Wales of vibrant culture and thriving Welsh language
  - A globally responsible Wales

### **4. THE REPORT**

- 4.1 Members of the Scrutiny Committee have recently had the opportunity to attend a briefing session on the financial outlook for the Authority in light of the draft Local Government Financial Settlement which was announced by Welsh Government in October 2017.
- 4.2 Cabinet also considered a report on 15th November 2017 on Draft Proposals for 2018/19. The proposals within that report are currently the subject of consultation with the Authority's various Scrutiny Committees as well as residents of the county borough.

4.3 The Communities Directorate is a large Directorate responsible for delivering the majority of front-line services provided to our communities. The Directorate comprises of 4 divisions as follows:

- Community & Leisure Services
- Engineering
- Regeneration & Planning
- Housing

4.4 The report presented to Cabinet on 15th November 2017 identified savings proposals totalling £7.205m across all service areas. These proposals have been categorised according to level of public impact (Nil, Low, Medium or High).

4.5 In terms of the Communities Directorate the savings categorised by public impact and service division are as follows:-

| SERVICE DIVISION             | PUBLIC IMPACT |          |          |      | TOTAL    |
|------------------------------|---------------|----------|----------|------|----------|
|                              | Nil           | Low      | Medium   | High |          |
| Community & Leisure Services | £646,000      | £40,000  | £131,000 | 0    | £817,000 |
| Engineering                  | £175,000      | £180,000 | £534,000 | 0    | £888,000 |
| Regeneration & Planning      | £288,000      | £166,000 | 0        | 0    | £454,000 |

4.6 All of the low, medium and high impact savings proposals have been the subject of a detailed Medium Term Financial Plan Savings pro-forma and Equalities Impact Assessments.

4.7 Full details of the savings proposals by division (in addition to the Medium Term Financial Plan Savings pro-forma and Equalities Impact Assessments) are included as appendices to this report.

4.8 Details of the proposed nil impact savings are also provided in the appendices, and refer to mainly budget realignments and restructure proposals.

## 5. WELL-BEING OF FUTURE GENERATIONS

5.1 Effective financial planning is a key element in ensuring that the Well-being goals within the Well-being of Future Generations Act (Wales) 2015 are met.

## 6. EQUALITIES IMPLICATIONS

6.1 As stated above, Equalities Impact Assessments have been completed for each low, medium or high impact saving and these are included within the appendices.

6.2 Consultation with residents, when completed in accordance with the Council's Public Engagement Strategy and the Equalities Consultation and Monitoring Guidance, also ensures that every resident, regardless of circumstances, has the opportunity to have their views heard and considered in the Council's decision-making process.

## 7. FINANCIAL IMPLICATIONS

7.1 As detailed throughout the report and appendices.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 The Medium Term Financial Plan Savings pro-forma includes a section on personnel implications which is very detailed. These are included within the appendices to this report.

## **9. CONSULTATIONS**

- 9.1 An extensive consultation process on the 2018/19 draft savings proposals has commenced. This process consists of the following:-

- Online and paper consultation.
- Articles in Newslines.
- Use of Social Media.
- Drop-In Sessions at locations across the County Borough.
- Meetings with the Viewpoint Panel, 50+ Forum, Youth Forum etc.
- Engagement with employees and the Trade Unions.
- Consultation with Town and Community Councils.
- Consultation with the Voluntary Sector.

- 9.2 The views of this Scrutiny Committee will also form an important part of the consultation process.

## **10. RECOMMENDATIONS**

- 10.1 Members of the Scrutiny Committee are asked to consider and comment upon the range of savings proposals outlined in this report and associated appendices.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To ensure that the views of the Scrutiny Committee are considered prior to final savings proposals being presented to Cabinet in February 2018.

## **12. STATUTORY POWER**

- 12.1 The Local Government Acts 1998 and 2003.

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Consultees: Communities Directorate Senior Management Team  
Cllr Nigel George, Cabinet Member for Neighbourhood Services  
Stephen Harris, Interim Head of Corporate Finance  
Councillor Lisa Phipps, Cabinet Member for Homes & Places  
Councillor Sean Morgan, Deputy Leader & Cabinet Member for Economy, Infrastructure, Sustainability and Well-being of Future Generations  
Councillor Eluned Stenner, Cabinet Member for the Environment & Public Protection

Background Papers:

Please contact Mike Eedy, Finance Manager (Environment): -  
E-mail: [eedymp@caerphilly.gov.uk](mailto:eedymp@caerphilly.gov.uk) Tel: 01495 235413

Appendices:

- Appendix 1 Community & Leisure Services Division 2018/19 Draft Savings Proposals, Medium Term Financial Plan pro-forma and Equalities Impact Assessments.
- Appendix 2 Engineering Division 2018/19 Draft Savings Proposals, Medium Term Financial Plan pro-forma and Equalities Impact Assessments.
- Appendix 3 Regeneration & Planning Division 2018/19 Draft Savings Proposals, Medium Term Financial Plan pro-forma and Equalities Impact Assessments.
- Appendix 4 Departmental nil impact saving proposals.

## APPENDIX 1

### **COMMUNITY & LEISURE SERVICES DIVISION – 2018/19 DRAFT SAVINGS PROPOSAL**

#### 1). **Nil Public Impact Savings**

The division has proposed savings totalling £646,000 which have been deemed to have “zero” impact on the public.

#### 2). **Low Public Impact Savings**

The division has proposed 2 savings which have been deemed to have a “low” impact on the public. These include:-

##### (i) **Sport & Leisure Services – Changing the fee structure to increase income in the Caerphilly Adventures Service by £20,000.**

The Authority operates the Caerphilly Adventures Service which provides outdoor adventure opportunities for young people and adults. The customer base incorporates individuals or groups who either directly purchase the service (eg: corporate team building) or who are “referred” to the service to assist with personal or family difficulties or difficulties within the traditional education environment (eg: Education other than at school – EOTAS or Specialist Resource Bases).

The fees charged by the service have not been increased for the last 10 years and are now below the benchmark charged for such services within the market place.

There is an acceptance that the fee increase may impact on other CCBC services such as EOTAS provision and it is therefore proposed to involve the Caerphilly Adventures Service in the review of EOTAS provision across the County Borough which is due to commence.

The potential move from Pontllanfraith to Cwmcarn Forest Drive will also provide the service with an opportunity to increase its private sector income as location at Cwmcarn has a large amount of synergy with the other services offered at the site (eg: camping).

##### (ii) **Waste Strategy & Operations Service – Introduction of an “administration” fee for Duty of Care Waste Transfer Notes for Commercial Waste Customers to raise an additional £20,000 in income.**

The service operates an all-encompassing service for commercial waste (container provision, collection, disposal & administration). While the service charges cover the costs of container provision, collection and disposal, the

service offered for ensuring that customers have all the correct legal documentation in place has never attracted a charge. Many private sector companies charge separately for this element and it is therefore proposed to introduce a charge of £20 per customer per annum for the Duty of Care Certificate & Waste Transfer notes (replacements will also attract a charge of £20 where customers buy sacks and are unable to produce their original documentation). While there is a small risk that customers may not accept the charge and choose to move their business to another service provider, it is not uncommon in the commercial waste industry to charge for the duty of care administration so moving to another service provider is not likely to result in avoidance of these charges.

3). **Medium Public Impact Savings**

The division has proposed 2 savings which have been deemed to have a “medium” impact on the public. These include:

i) **Waste Strategy & Operations Service – Review of Charges for Bulky Waste Collection**

This item is proposed to achieve additional income totalling £50,000. Currently, the Authority has a charging scheme for the collection of most bulky household waste items. The exceptions are beds and 3 piece suites where the service is offered free of charge. The existing charges for all other items (other than fixtures and fittings which are priced individually) are £15 for 1 to 3 items or £20 for 4 to 6 items.

The proposal is therefore to charge for the collection of all bulky household items (including those currently offered free of charge) and to introduce a revised charging scheme of £16 for 1 to 3 items then £5 for each additional item with a limit of 6 items in total per collection. Fixtures and fittings will continue to be individually priced on request.

In terms of other options, residents will still be able to deposit these items free of charge at our Household Waste Recycling Centres and a free collection may also be offered by the Furniture Revival Charity dependant on the item,

Given the geographical spread of these Household Waste Recycling Centres/Furniture Revival options, suitable alternatives are in place to deter fly-tipping.

(ii) **Sport & Leisure Services – Closure of Pontllanfraith Leisure Centre**

The proposed closure of Pontllanfraith Leisure Centre is projected to save the Authority £81,000 per annum.

The detail relating to this saving has been the subject of a significant amount of consultation as well as a number of reports to the Regeneration & Environment Scrutiny Committee and the Authority's Cabinet. These reports have fully outlined all of the issues surrounding the potential closure, including financial implications and the outcome of the consultation process.

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                                |
|---------------|--------------------------------|
| SERVICE AREA: | Community and Leisure Services |
|---------------|--------------------------------|

**1. GENERAL INFORMATION**

|                  |                 |
|------------------|-----------------|
| SAVING PROPOSAL: | Increase Income |
|------------------|-----------------|

|              |   |
|--------------|---|
| BUDGET AREA: | Sport & Leisure (Caerphilly adventures) |
|--------------|---|

|                             |                |
|-----------------------------|----------------|
| TOTAL BUDGET FOR THIS AREA: | £120,918 (net) |
|-----------------------------|----------------|

|               |         |  |
|---------------|---------|--|
| TOTAL SAVING: | £20,000 | Saving as a % of total budget: <u>  16  </u> % |
|---------------|---------|--|

|  |     |                                 |     |                |     |                        |     |               |    |         |    |                    |    |
|--|-----|---------------------------------|-----|----------------|-----|------------------------|-----|---------------|----|---------|----|--------------------|----|
| <b>PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:</b>  |     |                                 |     |                |     |                        |     |               |    |         |    |                    |    |
| <p>The saving will be achieved by increasing pricing structure by 10% as the pricing structure has not increased in the last 10 years.</p> <p>While there is a mix of "Clients" for the service, a large element involves the Education Directorate (particularly EOTAS "Education other than at School" provision) and schools. However, the service charges have not changed for over 10 years and are therefore at the "Low End" of the pricing spectrum within the Outdoor Adventures market.</p> <p>Members of the Public, Schools and education services who currently use the service. A percentage split of users for the last financial year (2016/17) comprised:-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">EOTAS/Specialist Resource Bases</td> <td style="text-align: right; padding-right: 20px;">47%</td> </tr> <tr> <td style="padding-left: 20px;">Schools Direct</td> <td style="text-align: right; padding-right: 20px;">23%</td> </tr> <tr> <td style="padding-left: 20px;">Families First Project</td> <td style="text-align: right; padding-right: 20px;">13%</td> </tr> <tr> <td style="padding-left: 20px;">Youth Service</td> <td style="text-align: right; padding-right: 20px;">6%</td> </tr> <tr> <td style="padding-left: 20px;">Courses</td> <td style="text-align: right; padding-right: 20px;">8%</td> </tr> <tr> <td style="padding-left: 20px;">External Customers</td> <td style="text-align: right; padding-right: 20px;">3%</td> </tr> </table> |     | EOTAS/Specialist Resource Bases | 47% | Schools Direct | 23% | Families First Project | 13% | Youth Service | 6% | Courses | 8% | External Customers | 3% |
| EOTAS/Specialist Resource Bases  | 47% |                                 |     |                |     |                        |     |               |    |         |    |                    |    |
| Schools Direct   | 23% |                                 |     |                |     |                        |     |               |    |         |    |                    |    |
| Families First Project   | 13% |                                 |     |                |     |                        |     |               |    |         |    |                    |    |
| Youth Service  | 6%  |                                 |     |                |     |                        |     |               |    |         |    |                    |    |
| Courses  | 8%  |                                 |     |                |     |                        |     |               |    |         |    |                    |    |
| External Customers   | 3%  |                                 |     |                |     |                        |     |               |    |         |    |                    |    |



## 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC**:

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.


No direct impact across the broad spectrum of the general public but fee increases obviously have an effect on those booking the service privately.

**Also, please identify the mitigating actions that will assist in managing this:**

As prices have not been increased for such a long time, the effect is not considerable and even with the increase in place the pricing structure is in line with the outdoor adventures marketplace.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
|---------------|------------------|----------------|
| √             |                  |                |

|  |  |    |
|--|--|----|
| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)  | YES  | NO |
|  | √  |    |
| <b>IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:</b><br><br><a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?   |  |    |
|  |  |    |

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION:**

Increase in fees might deter some customers and impact on internal services within the authority (such as EOTAS provision and direct use by schools).

**Also, please identify the mitigating actions that will assist in managing this:**

The new offer as a result of the service relocating to Cwmcarn will enhance what the service can deliver and should be a mitigating factor in relation to the slight fee increase. In addition, the effect will be kept under review and future fee increases tailored accordingly. The role that the service plays in terms of Education (EOTAS) provision will form part of the review of EOTAS provision in Caerphilly County Borough.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF:**

No direct impact

NUMBER OF **FULL-TIME EQUIVALENT (FTE)**  
STAFF IN BUDGET AREA AFFECTED:

N/A

NUMBER OF **POSTS** IN BUDGET AREA AFFECTED:

N/A

NUMBER OF **POSTS** AFFECTED BY THE  
PROPOSED SAVING:

N/A

PLEASE SPECIFY HOW THIS WILL BE MANAGED:

HOW MANY **POSTS?**

POST(S) ALREADY VACANT:

N/A

VOLUNTARY SEVERANCE:

N/A

RETIREMENT:

N/A

REDEPLOYMENT:

N/A

REDUNDANCY:

N/A

|  |                            |    |
|--|----------------------------|----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:   | 1 <sup>st</sup> April 2018 |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)   | YES                        | NO |
|  | √                          |    |
| IF YES, PLEASE DESCRIBE BELOW:<br><ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |                            |    |
| The increase in charges will include, Education (EOTAS provision) and Schools who use the service.   |                            |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)  | YES                        | NO |
|  |                            | √  |
| IF YES, PLEASE DESCRIBE BELOW:<br><ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |                            |    |
|  |                            |    |

#### 4. RISK(S) AND SENSITIVITIES

|   |     |    |
|---|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)                 | YES | NO |
|   | √   |    |
| IF YES, PLEASE SPECIFY BELOW:   |     |    |
| The proposal will result in increased costs for some other service areas within CCBC.                               |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?   |     |    |
| See comment above relating to improved offer at Cwmcarn and review of EOTAS provision in Caerphilly County Borough. |     |    |

#### 5. CONSULTATION

|   |
|---|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED: |
| General budget consultation processes within CCBC.  |

**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

|  |
|--|
|  |
|--|

**HEAD OF SERVICE: ...MARK S WILLIAMS.....**

**DATE OF COMPLETION: .....24/11/2017.....**

# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|   |  |
|---|--|
| <b>NAME OF NEW OR REVISED PROPOSAL*</b> | Caerphilly Adventures – Increase in income                                       |
| <b>DIRECTORATE</b>                      | Communities  |
| <b>SERVICE AREA</b>                     | Sport & Leisure  |
| <b>CONTACT OFFICER</b>                  | Jared Lougher<br>Sport & Leisure Development Manager<br>loughj@caerphilly.gov.uk |
| <b>DATE FOR NEXT REVIEW OR REVISION</b> | N/A  |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

A greener place  
Man gwyrdach



# INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

**1** **What is the proposal intended to achieve?**  
*(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)*

The proposal is to increase fees by 10% in order to raise an additional £20, 000 income as the fees have not changed in over 10 years and are not in line with the current market.

**2** **Who are the service users affected by the proposal?**  
*(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)*

Members of the Public, Schools and education services who currently use the service. A percentage split of users for the last financial year (2016/17) comprised:-

|                                 |     |
|---------------------------------|-----|
| EOTAS/Specialist Resource Bases | 47% |
| Schools Direct                  | 23% |
| Families First Project          | 13% |
| Youth Service                   | 6%  |
| Courses                         | 8%  |
| External Customers              | 3%  |

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br/><i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The proposal affects the limited number of people who choose to book adventure activities with the service in addition to the education service (EOTAS provision) and those schools that use the service directly. With the current pricing structure not having been increased in over 10years people will only be paying what is expected for the level of service provided in the current outdoor adventures marketplace.</p> |
|          | <p><b>Actions required:</b></p> <p>To implement the new pricing structure from 1<sup>st</sup> April 2018.</p>   |
| <b>4</b> | <p><b>What are the consequences of the above for specific groups?</b><br/><i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>No specific consequences.</p>  |
|          | <p><b>Actions required:</b></p> <p>No action required.</p>  |



|   |  |
|---|--|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p><b>There will no effect on opportunities to use the Welsh language.</b></p> |
|   | <p><b>Actions required:</b></p>  |

## INFORMATION COLLECTION

|   |  |
|---|--|
| 6 | <p><b>Is full information and analysis of users of the service available?</b><br/> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Yes. Service is offered to all potential users.</p> |
|   | <p><b>Actions required:</b></p>  |

## CONSULTATION

|   |   |
|---|---|
| 7 | <p><b>What consultation has taken place?</b><br/><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>No specific consultation has taken place other than the general budget consultation within CCBC.</p> |
|   | <p><b>Actions required:</b></p> <p>N/A</p>  |

## MONITORING AND REVIEW

|   |   |
|---|---|
| 8 | <p><b>How will the proposal be monitored?</b><br/><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Sport and Leisure Services operate a Customer Comments and engagement process that is regularly reviewed and will also be subject to budget monitoring through our service performance scorecard. Budget monitoring processes involving Corporate Finance staff are also in operation.</p> |
|   | <p><b>Actions required:</b></p> <p>Continue to review customer feedback and performance.</p>  |

|                 |   |
|-----------------|---|
| <p><b>9</b></p> | <p><b>How will the monitoring be evaluated?</b><br/> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>All user information fed into Development Scorecard.</p> <p>Sport and Leisure Services operate a Customer Comments and engagement process that is regularly reviewed and will also be subject to budget monitoring through our service performance scorecard.</p> |
|                 | <p><b>Actions required:</b></p> <p>As above.</p>  |

|                  |  |
|------------------|--|
| <p><b>10</b></p> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No.</p> |
|                  | <p><b>Actions required:</b></p>  |

|           |  |
|-----------|--|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>The proposal affects everyone equally. With the current pricing structure not having been increased in over 10 years people will only be paying what is expected for this service. This includes Members of the Public, Schools and education services who currently rely on the use the service.</p> |
|-----------|--|

|           |   |
|-----------|---|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <ul style="list-style-type: none"> <li>• To evaluate impact of any decision on particular groups, users, organisations, staff, members of the public and broader stakeholders.</li> <li>• Used as part of the Council's decision making process in support of the adoption and delivery of the Sport &amp; Leisure strategy.</li> </ul> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>• EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>  |

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <b>Completed by:</b>            | Jared Lougher                       |
| <b>Date:</b>                    | 16-11-17                            |
| <b>Position:</b>                | Sport & Leisure Development Manager |
| <b>Name of Head of Service:</b> | Mark S Williams                     |

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | COMMUNITIES |
|--------------|-------------|

|               |                                |
|---------------|--------------------------------|
| SERVICE AREA: | COMMUNITY AND LEISURE SERVICES |
|---------------|--------------------------------|

**1. GENERAL INFORMATION**

|                  |  |
|------------------|--|
| SAVING PROPOSAL: | INTRODUCE CHARGES TO COMMERCIAL WASTE CUSTOMERS FOR WASTE TRANSFER NOTES |
|------------------|--|

|              |                               |
|--------------|-------------------------------|
| BUDGET AREA: | WASTE STRATEGY AND OPERATIONS |
|--------------|-------------------------------|

|                             |             |
|-----------------------------|-------------|
| TOTAL BUDGET FOR THIS AREA: | £12,000,000 |
|-----------------------------|-------------|


|               |         |                                       |
|---------------|---------|---------------------------------------|
| TOTAL SAVING: | £20,000 | Saving as a % of total budget: 0.17 % |
|---------------|---------|---------------------------------------|

|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:   |
| Charge all Commercial Waste Customers £20 for the Waste Transfer Note which is a legally required document that confirms the transfer of waste to an Organisation legally permitted to collect such materials. |

**2. PUBLIC IMPACT ANALYSIS**

|   |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>  |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.   |
| Commercial Waste customers could move their business to an alternative contractor which would not only impact on the achievement of the £20,000 saving but have implications for the achievement of the overall Commercial Waste income budget. |
| <b>Also, please identify the mitigating actions that will assist in managing this:</b>  |
| As it is not uncommon for our commercial waste competitors to charge for these documents then the charge should not be viewed as uncommon in the current market place.  |

| TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): |               |             |
|---|---------------|-------------|
| LOW IMPACT  | MEDIUM IMPACT | HIGH IMPACT |
| x   |               |             |

|   |  |    |
|---|--|----|
| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES  | NO |
|   | x  |    |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?  |  |    |
|   |  |    |

**3. ORGANISATIONAL IMPACT ANALYSIS**

| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:  |
|--|
| <p>There may be more intense conversations with the Contact Centre and/or Sundry Debtors regarding the charges</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>The majority of calls will be referred to Waste Management</p> |

| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:   |
|--|
| <p>There could be a reduction in requests/customers as a result of the charging policy but it is unlikely it will reduce to a level where it would impact on staffing numbers.</p> |

|  |    |
|--|----|
| NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED: | na |
|--|----|

|   |  |
|---|--|
| NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED: |  |
|---|--|

|   |  |
|---|--|
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING: |  |
|---|--|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|--|-----------------|
| POST(S) ALREADY VACANT:                  |                 |
| VOLUNTARY SEVERANCE:                     |                 |
| RETIREMENT:                              |                 |
| REDEPLOYMENT:                            |                 |
| REDUNDANCY:                              |                 |

|  |                            |
|--|----------------------------|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | 1 <sup>st</sup> April 2018 |
|--|----------------------------|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  |     | x  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

POSSIBILITY OF ADDITIONAL CALLS TO CONTACT CENTRE

|   |     |    |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
|   |     | x  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

**4. RISK(S) AND SENSITIVITIES**

|   |     |    |
|---|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|   |     | X  |
| IF YES, PLEASE SPECIFY BELOW:   |     |    |
|   |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?                               |     |    |
|   |     |    |

**5. CONSULTATION**

|  |
|--|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:  |
| Initial discussion with TU's to explain the savings included for 2018/19<br>Assume public and partner consultation as part of the wider MTFP savings consultation exercise |

**6. OTHER RELEVANT INFORMATION**

|  |
|--|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.  |
| There is the possibility of customer resistance although our services (even with the introduction of this additional charge) are quite competitive. In many circumstances the £20 charge will only form a small part of a much larger bill (could be over £1,000 for many customers) although with smaller customers it could represent a larger percentage increase |

**HEAD OF SERVICE:** .....MARK S WILLIAMS.....

**DATE OF COMPLETION:** .....23/11/17.....



# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|   |  |
|---|--|
| <b>NAME OF NEW OR REVISED PROPOSAL*</b> | Introduction of Admin Fee for Duty of Care Waste Transfer Notes  |
| <b>DIRECTORATE</b>                      | Communities  |
| <b>SERVICE AREA</b>                     | Waste Strategy & Operations  |
| <b>CONTACT OFFICER</b>                  | Tony White,<br>Waste Strategy & Operations Manager<br><a href="mailto:whitet@caerphilly.gov.uk">whitet@caerphilly.gov.uk</a> |
| <b>DATE FOR NEXT REVIEW OR REVISION</b> | N/A  |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

A greener place  
Man gwyrdach



## INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |   |
|----------|---|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/><i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>This has been identified as part of the Medium Term Financial Plan saving options for 2018/19. A Duty of Care Certificate or Waste Transfer note is a legal document which businesses that produce waste are legally required to have. Currently these (and any replacements) are provided free of charge to all Local Authority customers. The proposal seeks to introduce a £20 charge for the provision of the Duty of Care Certificate.</p>   |
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/><i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The proposal will affect all existing/new commercial waste customers. A £20 charge will be included in their annual invoice. Any replacement Duty of Care Certificates/Waste Transfer Notes will also incur a £20 charge.</p> <p>There could be a reduction in customer numbers as a result of the charging policy but it is unlikely it would reduce to a level where it would impact on staffing levels.</p> |

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br/><i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>All new and existing businesses will be subject to the £20 fee for a Duty of Care Note. The Controlled Waste (England and Wales) Regulations 2012 stipulates what is classified as Commercial Waste and allows charged to be implemented to those premises for the collections and disposal of waste.</p>  |
|          | <p><b>Actions required:</b></p> <p>All existing Commercial Waste customers will be notified of the introduction of a charge in their annual billing letter. They will also be advised that they can make alternative arrangements with a third-party provider. Information will also be updated on the Corporate web-site.</p>  |
| <b>4</b> | <p><b>What are the consequences of the above for specific groups?</b><br/><i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>All businesses will be subjected to the same charging policy. We have a database of existing Commercial Waste Customers and are currently in the process of identifying language preference. It is possible that there may be some customer resistance and customers may move to alternative providers. However, many of these already charge for Duty of Care Certificates. In many cases the £20 charge will form a small part of a larger bill (could be over £1,000 for many customers).</p> |
|          | <p><b>Actions required:</b></p> <p>Continue to collate data on customer language preference and monitor our customer base.</p>  |

|   |   |
|---|---|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>As stated previously, we have a database of current Commercial Waste Customers and have requested that they notify us of language preference. There is provision within the team to take enquiries in Welsh and English.</p> |
|   | <p><b>Actions required:</b></p> <p>Continue to ensure that Welsh Language Standards are met.</p>  |

## INFORMATION COLLECTION

|   |  |
|---|--|
| 6 | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Details of current Commercial Customers is collated and stored on a bespoke database but it does not identify equalities information. Unlike household waste collection, commercial waste collection is not a statutory service and businesses may opt to use a third-party contractor.</p> |
|   | <p><b>Actions required:</b></p> <p>Information on the Commercial Waste service is included on the Corporate website so it can be viewed by existing or potential customers. Data on the number of customers will continue to be monitored.</p>   |

## CONSULTATION

|          |   |
|----------|---|
| <b>7</b> | <p><b>What consultation has taken place?</b><br/><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>No consultation with existing or potential customers has taken place as yet. The proposal has been referred to the Council's Equalities staff for consideration. Other Local Authorities and third-party contractors already charge for the provision of a Duty of Care Certificate/Waste Transfer Note.</p> |
|          | <p><b>Actions required:</b></p> <p>Feedback from the consultation process will be considered and aid us in the implementation of the proposed charges.</p>  |

## MONITORING AND REVIEW

|          |  |
|----------|--|
| <b>8</b> | <p><b>How will the proposal be monitored?</b><br/><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>All Commercial Waste customers are held in a bespoke database which allows our customer base to be continually monitored. It is possible that customers could move their business to an alternative provider as a result of the charges. However, as mentioned previously many of our competitors already charge for Duty of Care Certificate provision and our charges will still remain competitive. Income figures will also be closely monitored.</p> |
|          | <p><b>Actions required:</b></p> <p>Continue to monitor customer numbers and income generation.</p> <p>Continue to assess feedback from our complaints management systems and consider refinements to service provision if necessary.</p>   |

|                 |  |
|-----------------|--|
| <p><b>9</b></p> | <p><b>How will the monitoring be evaluated?</b><br/> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>As the current customer base is not collated in relation to Equalities Group it may not be fully possible to evaluate that the needs of all sections of the community are being met. The proposal is directed at all existing and potential Commercial Waste customers and we need to monitor usage, income generation and complaints and feedback in evaluating the service which is already done on a regular basis.</p> |
|                 | <p><b>Actions required:</b></p> <p>Continue to monitor customer base, income achieved and customer feedback.</p>   |

|                  |   |
|------------------|---|
| <p><b>10</b></p> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Contact Centre staff will need to be made aware of the proposed charges.</p> <p>All staff need to be aware of all equalities issues.</p> |
|                  | <p><b>Actions required:</b></p> <p>Ensure Contact Centre staff receive additional training/briefings as required.</p> <p>Equality issues will continue to be placed on the agenda at team briefings to ensure we remain compliant and responsive and any training needs are identified.</p>   |

|           |  |
|-----------|--|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>The £20 charge will be applicable to all existing and new Commercial Waste customers. Businesses continue to have a choice of service providers and will continue to be reminded on this pre and post implementation.</p> |
|-----------|--|

|           |  |
|-----------|--|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The EIA will aid the Corporate Communication teams in undertaking Public Consultation and form part of the implementation plan.</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>   |

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Completed by:</b>            | Hayley Jones                       |
| <b>Date:</b>                    | 22/11/2017                         |
| <b>Position:</b>                | Principal Waste Management Officer |
| <b>Name of Head of Service:</b> | Mark S. Williams                   |



**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | COMMUNITIES |
|--------------|-------------|

|               |                                |
|---------------|--------------------------------|
| SERVICE AREA: | COMMUNITY AND LEISURE SERVICES |
|---------------|--------------------------------|

**1. GENERAL INFORMATION**

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | INTRODUCE CHARGES FOR ALL BULKY WASTE COLLECTIONS |
|------------------|---|

|              |                               |
|--------------|-------------------------------|
| BUDGET AREA: | WASTE STRATEGY AND OPERATIONS |
|--------------|-------------------------------|

|                             |             |
|-----------------------------|-------------|
| TOTAL BUDGET FOR THIS AREA: | £12,000,000 |
|-----------------------------|-------------|


|               |         |  |
|---------------|---------|--|
| TOTAL SAVING: | £50,000 | Saving as a % of total budget:<br>0.42 % |
|---------------|---------|--|

|   |
|---|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:  |
| <p>Residents are currently afforded a free collection service for large bulky items (3 piece suites and beds) with a chargeable service for all other household items (up to 3 for £15 and £20 for 4 to 6). All other items are priced individually e.g sheds, bathroom suites, other fixtures and fittings, etc. etc.</p> <p>The proposal is to charge for the collection of <u>all</u> household items (furniture, 3 piece suites, beds, electrical items, carpets, underlay, etc. etc.) - £16 for up to 3 items and £5 per additional item (limited to 6 items in total per collection).</p> <p>All other items (fixtures and fittings, bulky green waste, etc.) are individually priced on request.</p> |

**2. PUBLIC IMPACT ANALYSIS**

|  |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>   |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.  |
| <p>Residents are currently at liberty to deliver these items to one of our Household Waste Recycling Centres free of charge.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>For certain items that can be reused there is also a free collection service offered by Furniture Revival.</p> |

| TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): |               |             |
|---|---------------|-------------|
| LOW IMPACT  | MEDIUM IMPACT | HIGH IMPACT |
|   | X             |             |

|   |  |    |
|---|--|----|
| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES  | NO |
|   | X  |    |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?  |  |    |
|   |  |    |

### 3. ORGANISATIONAL IMPACT ANALYSIS

| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:  |
|--|
| <p>Could result in additional tonnage being delivered to HWRC's.</p> <p>Could result in more intense calls being dealt with by the Contact Centre as residents complain about the charges.</p> <p>Will result in development requirements by IT for the current charging system.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>We have not included all of the potential income generation in the 1<sup>st</sup> years savings as it is difficult to gauge public resistance to the introduction of charges.</p> <p>This can be reviewed during the 1<sup>st</sup> year to determine if there are any additional savings that could be included in future years</p> |

| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:   |
|--|
| <p>There could be a reduction in requests as a result of the charging policy but it is unlikely it will reduce to a level where it would impact on staffing levels.</p> <p>There is a risk that a minority of residents will chose to fly-tip the items which could then involve Enforcement investigating these issues and/or cleansing having to clear any fly-tipped materials.</p> |

|  |     |
|--|-----|
| NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED: | N/A |
|--|-----|

|   |     |
|---|-----|
| NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED: | N/A |
|---|-----|

|   |     |
|---|-----|
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING: | N/A |
|---|-----|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|--|-----------------|
| POST(S) ALREADY VACANT:                  |                 |
| VOLUNTARY SEVERANCE:                     |                 |
| RETIREMENT:                              |                 |
| REDEPLOYMENT:                            |                 |
| REDUNDANCY:                              |                 |

|  |  |
|--|--|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | 1 <sup>ST</sup> APRIL 2018 (SUBJECT TO ANY IT DEVELOPMENT) |
|--|--|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  | X   |    |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Could result in more intense calls being dealt with by the Contact Centre as residents complain about the charges.

Will result in development requirements by IT for the current charging system.

|   |     |    |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
|   |     | X  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

COULD RESULT IN ADDITIONAL REQUESTS TO FURNITURE REVIVAL WHO IN TURN MAY ASK FOR ADDITIONAL FUNDING FROM CCBC.

**4. RISK(S) AND SENSITIVITIES**

| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)  | YES | NO |
|--|-----|----|
|  | X   |    |
| IF YES, PLEASE SPECIFY BELOW:  |     |    |
| We have not included all of the potential income generation in the 1 <sup>st</sup> years savings as it is difficult to gauge public resistance to the introduction of charges. |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?  |     |    |
| This can be reviewed during the 1 <sup>st</sup> year to determine if there are any additional savings that could be included in future years.                                  |     |    |

**5. CONSULTATION**

| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:  |
|--|
| Initial discussion with TU's to explain the savings included for 2018/19<br>Assume public and partner consultation as part of the wider MTFP savings consultation exercise<br>Other LA's to ensure pricing structures are equitable and comparable |

**6. OTHER RELEVANT INFORMATION**

| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
|---|
|   |

**HEAD OF SERVICE: .....MARK S WILLIAMS.....**

**DATE OF COMPLETION: ...23/11/17.....**

# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|   |  |
|---|--|
| <b>NAME OF NEW OR REVISED PROPOSAL*</b> | Review of Charges for Bulky Waste Collection Service   |
| <b>DIRECTORATE</b>                      | Communities  |
| <b>SERVICE AREA</b>                     | Waste Strategy & Operations  |
| <b>CONTACT OFFICER</b>                  | Tony White,<br>Waste Strategy & Operations Manager<br><a href="mailto:whitet@caerphilly.gov.uk">whitet@caerphilly.gov.uk</a> |
| <b>DATE FOR NEXT REVIEW OR REVISION</b> | N/A  |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

A greener place  
Man gwyrdach



## INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

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When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |   |
|----------|---|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/><i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>This has been identified as part of the Medium Term Financial Plan saving options for 2018/19. Currently there is a £15 charge for up to 3 items and £20 charge for up to 6 items. Beds &amp; Settees are currently collected free of charge (these items were previously subjected to the same charging mechanism). The proposal introduces a charge for all items of furniture. £16 for up to 3 items and £5 per additional item (up to a maximum of 6 items per collection). Fixture and fittings will continue to be priced separately.</p> |
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/><i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The proposal will affect the public generally.</p> <p>The proposals may also lead to a decrease in demand which could result in current delivery crew requirements being reduced.</p>  |

## IMPACT ON THE PUBLIC AND STAFF

|                 |  |
|-----------------|--|
| <p><b>3</b></p> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br/> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The charging proposal will be implemented to all service users equally. There are other disposal options available if a resident chooses not to pay for the Authority to collect. These include free delivery/disposal at one of the Authority's 6 Household Waste Recycling Centres or free collection from Furniture Revival (if the item is in a reusable condition). Additionally, residents may arrange collection of an old appliance/item of furniture when purchasing a new item from many suppliers eg: Argos, Curry's etc.</p> |
|                 | <p><b>Actions required:</b><br/>           Need to ensure that residents are advised of all disposal options available. This will include provision of information on the website and further training of contact centre staff.</p>  |
| <p><b>4</b></p> | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>One of the alternative 'free' methods of disposal ie: residents delivering items to one of the Authority's 6 Household Waste Recycling Centres is dependent upon access to a car. Householders with vans under 3.5 ton or trailers under 6 foot will be required to obtain a free of charge permit in advance of disposal. Vehicles over 3.5 ton or trailers over 6 foot are not permitted on the sites.</p>   |
|                 | <p><b>Actions required:</b><br/>           Continue to provide advice /guidance on the Household Waste Recycling Centres Van and Trailer Permit Scheme.</p>  |



|   |   |
|---|---|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>Information on the Bulky Household Collection Service is available on the Corporate web-site in both Welsh and English. The Contact Centre has provision to take enquiries/book collections in both Welsh and English.</p> |
|   | <p><b>Actions required:</b></p> <p>Continue to ensure that the Welsh language standards are met.</p>  |

## INFORMATION COLLECTION

|   |   |
|---|---|
| 6 | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Details of current service requests for bulky household collections is collated but it does not identify equalities information. We do hold information on the number of permits issued for cars/trailers using the Household Waste Recycling Centres but this does not identify equalities information or detail the type of waste being disposed of.</p> |
|   | <p><b>Actions required:</b></p> <p>Information on all waste services is included on the Corporate website and has been provided in other formats as requested. It will continue to be updated to ensure information is accurate and timely.</p>   |

## CONSULTATION

|          |  |
|----------|--|
| <b>7</b> | <p><b>What consultation has taken place?</b><br/><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>No consultation with the public on the proposed changes has taken place as yet. Consultation has commenced with staff/trade unions.</p> <p>Any feedback from the consultation process will be considered and aid us in the implementation of a charging mechanism for our householders.</p> <p>It is worth noting that the Authority has previously introduced a similar charging policy for all bulky household waste and this type of service is provided by the vast majority of our neighbouring Authorities. The proposals have been referred to the Council equalities staff.</p> |
|          | <p><b>Actions required:</b></p> <p>Satisfaction surveys will allow us to gauge further feedback on the Authority's Waste Collection Services. Feedback will help us to re-shape and refine service delivery to our Customer base ie: householders, businesses.<br/>Continue consultation with staff/trade unions.</p>  |

## MONITORING AND REVIEW

|          |   |
|----------|---|
| <b>8</b> | <p><b>How will the proposal be monitored?</b><br/><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>All service requests for Bulky Collection Services are logged by the Contact Centre ad integrated into the back office system (currently APP Flare) for scheduling and delivery. This will provide valuable data on service usage. Comments/Complaints (including those relating to equalities) are transferred via phone/e-mail to a back officer supervisor. The system is not set up to record issues by equalities category.</p> |
|          | <p><b>Actions required:</b></p> <p>Continue to assess feedback from our Complaint Management Systems, undertake regular budget monitoring and consider refinements to service provision if necessary.</p>   |

|                 |   |
|-----------------|---|
| <p><b>9</b></p> | <p><b>How will the monitoring be evaluated?</b><br/> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>As the information is not collated in relation to equalities group it is not possible to evaluate in great detail to ensure that the needs of all sections of the community are being met. However, specific comments or complaints received will be addressed and considered in future service refinement.</p> |
|                 | <p><b>Actions required:</b></p> <p>Continue to monitor and respond to all customer feedback.</p>  |

|                  |  |
|------------------|--|
| <p><b>10</b></p> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Further training of Contact Centre Advisors would be required. Staff need to continue to be aware of all equalities issues.</p> |
|                  | <p><b>Actions required:</b></p> <p>Equality issues will continue to be placed on the agenda at team briefings to ensure we remain compliant and responsive and any training needs are identified.</p>  |

|           |   |
|-----------|---|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>There are other disposal options available if residents opt not to use the Authority's chargeable collection service. These include the free use of the Authority's 6 Household Waste Recycling Centres, free collection from Furniture Revival if the item is in a reusable condition or collection by a third party if a new appliance/item of furniture has been purchased.</p> |
|-----------|---|

|           |  |
|-----------|--|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The EIA will aid the Corporate Communications Team in undertaking Public Consultation and form part of the implementation plan.</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>   |

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Completed by:</b>            | Hayley Jones                       |
| <b>Date:</b>                    | 22/11/2017                         |
| <b>Position:</b>                | Principal Waste Management Officer |
| <b>Name of Head of Service:</b> | Mark S. Williams                   |

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                          |
|---------------|--------------------------|
| SERVICE AREA: | Sport & Leisure Services |
|---------------|--------------------------|

**1. GENERAL INFORMATION**

|                  |  |
|------------------|--|
| SAVING PROPOSAL: | Closure of Pontllanfraith Leisure Centre |
|------------------|--|

|              |                 |
|--------------|-----------------|
| BUDGET AREA: | Sport & Leisure |
|--------------|-----------------|

|                             |            |
|-----------------------------|------------|
| TOTAL BUDGET FOR THIS AREA: | £2,507.933 |
|-----------------------------|------------|


|               |         |                                |              |
|---------------|---------|--------------------------------|--------------|
| TOTAL SAVING: | £81,000 | Saving as a % of total budget: | <u>3.2</u> % |
|---------------|---------|--------------------------------|--------------|

|   |
|---|
| <b>PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:</b> |
| Full closure of Pontllanfraith Leisure Centre                           |

**2. PUBLIC IMPACT ANALYSIS**

|   |
|---|
| <b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC:</b>  |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.   |
| <p>Alternative facilities available at new Islwyn High School along with relocation to other facilities within Leisure Services portfolio. Transition of 3G bookings 'may' have significant public impact with a number of alternative options being offered with the existing portfolio of provision and working with partners delivering secondary provision, eg; Blackwood Comprehensive School. A detailed set of proposals is being presented to Regeneration &amp; Environment Scrutiny Committee &amp; Cabinet. These proposals include all of the changes involved, consultation, financial implications and transition of users.</p> <p>The users of the Sports hall at Pontllanfraith Leisure Centre can be transitioned to Islwyn High School and the 3G users can be predominantly transitioned to a combination of facilities including Islwyn High School (3G and/or Tennis Courts), Blackwood Comprehensive School and Sue Noakes Leisure Centre, Ystrad Mynach.</p> |

| TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): |               |             |
|---|---------------|-------------|
| LOW IMPACT  | MEDIUM IMPACT | HIGH IMPACT |
|   | X             |             |

|   |  |    |
|---|--|----|
| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES  | NO |
|   | X  |    |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?  |  |    |
|   |  |    |

### 3. ORGANISATIONAL IMPACT ANALYSIS

| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:  |
|--|
| <p>The current narrative encouraging residents to lead healthy, active lifestyles along with the emphasis placed upon the Well-Being of Future Generations Act could place the authority at risk of criticism. It should however be noted that CCBC provides more leisure facility provision than any other authority in Wales. There is a requirement to progress and adopt the emergent leisure strategy to allow Sport &amp; Leisure Services to effectively plan for future delivery and engage in considered dialogue with residents with regards future delivery models and opportunities.</p> |

| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:  |
|---|
| <p>As part of the process, two staff have requested voluntary severance with remaining staff being relocated to vacant posts within Sport &amp; Leisure Services or support transition of community based programme at Islwyn High School. Relocation to vacant posts within other Leisure Centres will result in changes to current rota patterns and additional travelling.</p> |

|   |     |
|---|-----|
| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | 3.3 |
|---|-----|

|  |   |
|--|---|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | 6 |
|--|---|

|  |   |
|--|---|
| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | 6 |
|--|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|--|-----------------|
| POST(S) ALREADY VACANT:                  | 4               |
| VOLUNTARY SEVERANCE:                     | 2               |
| RETIREMENT:                              |                 |
| REDEPLOYMENT:                            |                 |
| REDUNDANCY:                              |                 |

|  |  |
|--|--|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | To be confirmed at Cabinet on 13 <sup>th</sup> December 2017 from which an agreed timeline will be developed |
|--|--|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  | X   |    |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Closure of service will impact upon some support services including Building Cleaning & Waste Management in terms of reduction of their income.

|   |     |    |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
|   |     | X  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

#### 4. RISK(S) AND SENSITIVITIES

|   |     |    |
|---|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL?<br>(PLEASE TICK)  | YES | NO |
|   | X   |    |
| IF YES, PLEASE SPECIFY BELOW:   |     |    |
| Majority of current leisure centre programme can be transitioned or relocated to alternative facilities within CCBC. The closure of the 3G places a risk on some clubs / organisations as demand currently outweighs supply, although this risk is low as the majority of users can be accommodated elsewhere.  |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?   |     |    |
| All available options are being explored which includes an aspiration to develop a new 3G provision at Blackwood Comprehensive School as part of 21 <sup>ST</sup> Century School programme. A detailed set of proposals is being presented to Regeneration & Environment Scrutiny Committee & Cabinet. These proposals include all of the changes involved, consultation, financial implications and transition of users. |     |    |

#### 5. CONSULTATION

|  |
|--|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:  |
| <p>Full stakeholder consultation process currently ongoing which has included the following, namely;</p> <ul style="list-style-type: none"> <li>• Notices in Leisure Centre advising of the process.</li> <li>• Paper comments forms and associated deposit box in Leisure Centre.</li> <li>• Notification of process on CCBC web-site.</li> <li>• On-line form for submission of comments.</li> <li>• 2 public meetings (held early evening on 17<sup>th</sup> &amp; 19<sup>th</sup> October at the Leisure Centre).</li> <li>• One to one consultation appointments with those that expressed interest in a more personal discussion (held on 7<sup>th</sup> November 2017 and 22<sup>nd</sup> November 2017).</li> <li>• Meetings with local members representing wards immediately adjacent to the Leisure Centre (Pontllanfraith, Blackwood, Penmaen &amp; Cefn Fforest).</li> <li>• Notification to all Town &amp; Community Councillors seeking their views on the potential closure of the centre.</li> <li>• Consultation with the Regeneration &amp; Environment Scrutiny Committee at its meeting on 31<sup>st</sup> October 2017.</li> <li>• Further meetings with the Head teacher and Governors at Islwyn High.</li> </ul> |



**6. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

HEAD OF SERVICE: ..... *M. S. Williams* .....

DATE OF COMPLETION: ..... *30/4/17* .....

# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

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|   |  |
|---|--|
| <b>NAME OF NEW OR REVISED PROPOSAL*</b> | Closure of Pontllanfraith Leisure Centre   |
| <b>DIRECTORATE</b>                      | Communities  |
| <b>SERVICE AREA</b>                     | Sport & Leisure Services   |
| <b>CONTACT OFFICER</b>                  | Jeff Reynolds<br>Sport & Leisure Services facilities Manager<br>reynoj@caerphilly.gov.uk |
| <b>DATE FOR NEXT REVIEW OR REVISION</b> | N/A  |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

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The form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

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There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|   |   |
|---|---|
| 1 | <p><b>What is the proposal intended to achieve?</b><br/><i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <ul style="list-style-type: none"><li>• Following the closure of Pontllanfraith Comprehensive School and the opening of Islwyn High School, it is proposed to close Pontllanfraith Leisure Centre and transfer existing community usage to Islwyn High School that has similar facilities to accommodate the vast majority of the current programme.</li><li>• The proposed closure of Pontllanfraith Leisure Centre will allow CCBC to realise MTFP savings of circa £81, 000 and explore options to generate a significant capital receipt.</li><li>• There is currently a provision of 11 Leisure Centres within Caerphilly County Borough managed by Sport &amp; Leisure Services, along with secondary provision at Ysgol cwm Rhymni, Lewis Boys, Islwyn High and Y- Gwindy School that provide community based sport and leisure facilities.</li><li>• Within a 5 mile / 20 minute drive time of Pontllanfraith Leisure Centre there is Cefn Fforest, Heolddu. Sue Noake and Newbridge Leisure Centre all with facilities that mirror the availability at Pontllanfraith Leisure Centre.</li></ul> |
|---|---|

|   |  |
|---|--|
| 2 | <p><b>Who are the service users affected by the proposal?</b><br/><i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <ul style="list-style-type: none"><li>• Pontllanfraith Leisure Centre currently supports a broad programme of activities across a diverse age range. This includes a number of junior, youth and adult clubs and organisations across a range of activities from football, rugby, badminton and martial arts. There is a programme of leisure Centre delivery in areas such as fitness based classes. The facility also 'hosts' Islwyn Running club.</li><li>• There is a cohort of six staff employed by CCBC who are currently based at Pontllanfraith Leisure Centre.</li></ul> |
|---|--|

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p><i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p>  |
|          | <ul style="list-style-type: none"><li>• <b><u>PUBLIC</u></b></li></ul> <p>The vast majority of the existing programme can be accommodated either at Islwyn High School or with other Leisure Centres within the CCBC portfolio. Booking for Islwyn High School will be taken directly through the school, however there will be programme support from Sport &amp; Leisure Services to ensure there remains a balanced programme of activity and availability of access.</p> <p>The current clubs, groups and associations using the 3G football pitch at Pontllanfraith Leisure Centre are most at risk due to the same facility at Islwyn High School currently operating a community based programme. CCBC has articulated an aspiration to develop a new 3G facility housed within Blackwood Comprehensive School.</p> <ul style="list-style-type: none"><li>• <b><u>STAFF</u></b></li></ul> <p>Vacancies have been identified within the service area to support the staff based at Pontllanfraith Leisure Centre. Two staff members have requested voluntary severance and these requests will be supported.</p> <p>Trade Unions have been consulted on the proposal and have not raised any issues on the basis that substantive posts for all affected are protected within the service area.</p> |
|          | <p><b>Actions required:</b></p> <p>Further discussions with Islwyn High School to support the current Pontllanfraith Leisure Centre programme.</p> <p>Ongoing investigation to support the aspiration to develop a new 3G facility at Blackwood Comprehensive School as part of 21<sup>st</sup> Century Schools Band B provision. Timescale to be confirmed.</p>  |

|   |   |
|---|---|
| 4 | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <ul style="list-style-type: none"> <li>• The vast majority of user groups will be accommodated at Islwyn High School.</li> <li>• Those groups who currently access facilities at Pontllanfraith Leisure Centre that are not available at Islwyn High School will be able to access them at other CCBC facilities within the Sport and Leisure Services portfolio.</li> <li>• Potential loss of service provision for existing 3G users.</li> <li>• Those users without access to a car may need to consider public transport options.</li> </ul> |
|   | <p><b>Actions required:</b></p> <p>Review of current bookings at alternative 3G / Artificial Turf Pitch (ATP) facilities to support clubs currently housed at Pontllanfraith Leisure Centre.</p>  |

|   |  |
|---|--|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b><br/> <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <ul style="list-style-type: none"> <li>• This proposal does not have any positive or adverse effects on the provisions set out in the Welsh Language Standards (No1).</li> </ul> |
|   | <p><b>Actions required:</b></p> <p>N/A</p>   |

## INFORMATION COLLECTION

|          |  |
|----------|--|
| <b>6</b> | <p><b>Is full information and analysis of users of the service available?</b><br/> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <ul style="list-style-type: none"> <li>• Communications have taken place with all existing users through a thorough consultation process.</li> <li>• Meetings have been held with local ward members and ward members of neighbouring wards.</li> <li>• Access to certain facilities at Islwyn High School has been placed on hold to accommodate clubs and organisations from Pontllanfraith Leisure Centre.</li> </ul> |
|          | <p><b>Actions required:</b></p> <p>Ongoing review of 3G / ATP bookings to reduce the impact upon those clubs, groups, organisations who may be most at risk.</p>   |

## CONSULTATION

|          |  |
|----------|--|
| <b>7</b> | <p><b>What consultation has taken place?</b><br/> <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none"> <li>• A full and comprehensive public consultation process has been undertaken and supported by CCBC Communications Team, to include all users, local members, town and community councils and other stakeholders.</li> <li>• Two open forums have been held at Pontllanfraith Leisure Centre providing current users with the opportunity to engage in discussion and register comments, observations and concerns .</li> <li>• Two 'surgery' type forums have also been held with users to establish individual concerns and explore opportunities to mitigate.</li> </ul> |
|          | <p><b>Actions required:</b></p> <p>Upon completion of the consultation exercise, a further report will be presented to cabinet for consideration</p>   |

## MONITORING AND REVIEW

|    |  |
|----|--|
| 8  | <p><b>How will the proposal be monitored?</b><br/> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <ul style="list-style-type: none"> <li>• Sport and Leisure Services operate a robust, systematic Customer Comments and engagement process that is regularly reviewed for trend data.</li> </ul> |
|    | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>• Continue to review customer feedback via established Sport &amp; Leisure Systems.</li> <li>• Regular engagement with groups, clubs and organisations.</li> <li>• Regular engagement with groups, clubs and organisations.</li> </ul>  |
| 9  | <p><b>How will the monitoring be evaluated?</b><br/> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <ul style="list-style-type: none"> <li>• Sport and Leisure Services operate a robust, systematic Customer Comments process that is regularly reviewed for trend data.</li> <li>• Consideration given to all observations and responses submitted as part of consultation process.</li> </ul>  |
|    | <p><b>Actions required:</b></p> <p>As above.</p>   |
| 10 | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <ul style="list-style-type: none"> <li>• No, Customer bookings at Islwyn High School will be taken through contacting the school directly as per any other CCBC Leisure Centre.</li> </ul>   |
|    | <p><b>Actions required:</b></p>  |



|           |   |
|-----------|---|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <ul style="list-style-type: none"> <li>• The vast majority of user groups will be accommodated at Islwyn High School.</li> <li>• Current daytime classes at Pontllanfraith, ie: Yoga, can be accommodated at Newbridge Leisure Centre.</li> <li>• There are a number of CCBC Sport and Leisure facilities within a five mile drive time including Cefn Fforest, Newbridge, Sue Noake and Heolddu Leisure Centre's that can also accommodate aspects of the programme.</li> <li>• Ongoing review of 3G / ATP bookings to reduce the impact upon those clubs, groups, organisations who may be most at risk.</li> </ul> |
|-----------|---|

|           |   |
|-----------|---|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <ul style="list-style-type: none"> <li>• To evaluate impact of any decision on particular groups, users, organisations, staff, members of the public and broader stakeholders.</li> <li>• Used as part of the Council's decision making process in support of the adoption and delivery of Sport &amp; Leisure Service strategy.</li> <li>• The EIA will be an appendix to the report taken forward to cabinet for a decision.</li> </ul> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>• EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>  |

|                                 |   |
|---------------------------------|---|
| <b>Completed by:</b>            | Jeff Reynolds                               |
| <b>Date:</b>                    | 30/11/17                                    |
| <b>Position:</b>                | Sport & Leisure Services Facilities Manager |
| <b>Name of Head of Service:</b> | Mark S Williams                             |

## Engineering Services Division - 2018/19 Draft Savings Proposals

### 1) Nil Public Impact Savings

The division has proposed savings totalling £174.5k which have been deemed to have “zero” impact on the public.

### 2) Low Public Impact Savings

The division has proposed 12 savings which have been deemed to have a “low” impact on the public. These include:

- (1) Traffic Management minor works budget reduction  
(Saving: £6k / Public Impact: low)

Reduced Traffic Regulation Order programme and maximising grant applications for main schemes.

- (2) Reduction in Winter Maintenance budget  
(Saving: £35.5k / Public Impact: low)

This represents a 3.1% reduction in the budget and will be achieved through a review of gritting routes and a more targeted approach for gritting based on specific forecast height data.

- (3) Street Lighting non-routine maintenance budget reduction  
(Saving: £5k / Public Impact: low)

New contract with external provider provides some efficiency with an increased fixed element, with more items included in fixed element the non-routine can be reduced.

- (4) Consultancy/road survey budget reduction  
(Saving: £4k / Public Impact: low)

Review the frequency of road condition reports and the data provided by requesting more specific data to meet required Welsh Government performance indicators and any detailed reviews based on detailed scheme requirements.

- (5) Reduction in Structures Service Level Agreement (SLA) budget  
(Saving: £20k / Public Impact: Low)

Review works programme of inspection on a risk based approach in line with proposal contained within the new Code of Practice.

- (6) Road Safety salary budget reduction  
(Saving £25k / Public Impact: Low)

Restructure of Team and duties resulting in reduction of 1 Road Safety post. Due to reconfiguration of team and duties this will have minimal impact on the work that is delivered.

- (7) School Crossing Patrol salary budget reduction  
(Saving: £38k / Public Impact: Low)

Saving is based on current vacant posts accumulated over time that do not meet the ROSPA criteria when sites assessed after employee leaves/retires.

- (8) Accident Studies budget reduction  
(Saving: £10k / Public Impact: Low)

New contract with external provider reduces the minimum fixed contract element and gives more flexibility to use as and when. This does reduce the detailed information across the whole borough but will focus and be targeted to high risk areas.

- (9) Traffic Signal maintenance budget reduction  
(Saving: £11k / Public Impact: Low)

Efficiency savings on existing maintenance contract (£4k) along with a reduction in planned works (£7k) which will reduce ability to replace life expired equipment.

- (10) Highways Act S38 etc. fee increase in income budget  
(Saving: £15k / Public Impact: Low)

Due to economic improvement in recent years increased scope to improve income levels from external fees. Risks relate to sustainability of existing developments and economic climate.

- (11) Concessionary Fare Grant support service element increased income budget  
(Saving: £10k / Public Impact: Low)

Due to planned regional collaboration, Caerphilly CBC will look after smaller operator reimbursement for all SE Wales. As we will not have to process large operators this should be maintained within existing support costs but produce more income.

- (12) Bus Shelter maintenance budget reduction  
(Saving: £10k / Public Impact: Low)

Reduced maintenance programme with bus shelters cleansed less frequently. Asset replacement may also be affected in the long-term.

### **3. Medium Public Impact Savings**

The division has proposed 3 savings which have been deemed to have a “medium” impact on the public. These include:

- (1) Reduction in Highways Maintenance budget  
(Saving: £110.3k / Public Impact: Medium)

This represents a 6.6% reduction in the budget and will be achieved through a range of measures including a reduction in safety fencing upgrades, structures general maintenance, footway surfacing, severe weather culvert inspections and tip maintenance.

- (2) Carriageway Surface Dressing/Resurfacing  
(Saving: £310k / Public Impact: Medium)

There is a proposed reduction of 24% in carriageway surface treatments. This will provide short term savings, however, there are likely to be longer term increased costs in relation to reactive maintenance.

- (3) Scheduled Gully Cleansing  
(Saving: £107k / Public Impact: Medium)

This proposal will be achieved by making a 42% saving against this budget. To achieve this saving the proposal reduces the gully cleansing fleet from 3 vehicles to 2 vehicles. Gullies will be cleansed less frequently and there may be an increase in the time to respond to flooding calls during emergencies.

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                      |
|---------------|----------------------|
| SERVICE AREA: | Engineering Services |
|---------------|----------------------|

**1. GENERAL INFORMATION**

|                  |  |
|------------------|--|
| SAVING PROPOSAL: | Traffic Management minor works budget reduction. |
|------------------|--|

|              |  |
|--------------|--|
| BUDGET AREA: | Highway Maintenance – Traffic Management |
|--------------|--|

|                             |         |
|-----------------------------|---------|
| TOTAL BUDGET FOR THIS AREA: | £41,000 |
|-----------------------------|---------|


|               |        |                                    |
|---------------|--------|------------------------------------|
| TOTAL SAVING: | £6,000 | Saving as a % of total budget: 15% |
|---------------|--------|------------------------------------|

|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:   |
| The budget apportioned to Traffic Management from the main Highway Maintenance budget will be reduced by £6,000. |

**2. PUBLIC IMPACT ANALYSIS**

|  |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>   |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.  |
| <b>Fewer Traffic Regulation Orders and minor traffic management schemes/works will be able to be progressed in response to public requests for changes to parking and other traffic management restrictions/schemes. This will have a negative impact upon traffic flow and road safety throughout the County Borough.</b> |
| <b>Also, please identify the mitigating actions that will assist in managing this:</b>   |
| <b>Where possible requests will be progressed via alternative grant funding or developer funding opportunities.</b>  |

| TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): |                  |                |
|---|------------------|----------------|
| LOW<br>IMPACT   | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
| ✓   |                  |                |

|   |  |    |
|---|--|----|
| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES  | NO |
|   | ✓  |    |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?  |  |    |
|   |  |    |

### 3. ORGANISATIONAL IMPACT ANALYSIS

| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:   |
|---|
| <p><b>A reduced capacity to respond to public requests leading to longer response times.</b></p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p><b>MFTP consultations to explain the impact of financial pressures and utilising alternative sources of funding where possible.</b></p> |

| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:                   |
|--|
| <p><b>Nil impact.</b> Staff will be reassigned to other possible fee earning activities.</p> |

|  |   |
|--|---|
| NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED: | 4 |
|--|---|

|   |   |
|---|---|
| NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED: | 4 |
|---|---|

|   |     |
|---|-----|
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING: | Nil |
|---|-----|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY <b>POSTS</b> ? |
|--|-------------------------|
| POST(S) ALREADY VACANT:                  |                         |
| VOLUNTARY SEVERANCE:                     |                         |
| RETIREMENT:                              |                         |
| REDEPLOYMENT:                            |                         |
| REDUNDANCY:                              |                         |

|  |            |    |
|--|------------|----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:   | April 2018 |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES        | NO |
|  |            | ✓  |
| IF YES, PLEASE DESCRIBE BELOW:<br>• THE AREA(S) AFFECTED; AND<br>• HOW THE PROPOSED SAVING WILL IMPACT                 |            |    |
|  |            |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)    | YES        | NO |
|  |            | ✓  |
| IF YES, PLEASE DESCRIBE BELOW:<br>• THE AREA(S) AFFECTED; AND<br>• HOW THE PROPOSED SAVING WILL IMPACT                 |            |    |
|  |            |    |

**4. RISK(S) AND SENSITIVITIES**

|  |     |    |
|--|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL?<br>(PLEASE TICK) | YES | NO |
|  | ✓   |    |
| IF YES, PLEASE SPECIFY BELOW:  |     |    |
| Increased time to process traffic regulation orders.   |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?                                  |     |    |
| Most urgent orders will be prioritised.  |     |    |

**5. CONSULTATION**

|   |
|---|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED: |
| None.   |

**6. OTHER RELEVANT INFORMATION**

|   |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| N/A   |

**HEAD OF SERVICE:** .....Marcus Lloyd.....

**DATE OF COMPLETION:** .....20/11/17.....

# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|  |  |
|--|--|
| <b>NAME OF NEW OR REVISED PROPOSAL *</b> | Traffic signals maintenance budget reduction |
| <b>DIRECTORATE</b>                       | Communities                                  |
| <b>SERVICE AREA</b>                      | Engineering Services                         |
| <b>CONTACT OFFICER</b>                   | Clive Campbell                               |
| <b>DATE FOR NEXT REVIEW OR REVISION</b>  | November 2018                                |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**



# INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the **Equalities Implications in Committee Reports** guidance document (available on the **Equalities and Welsh Language Portal** on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Equalities and Welsh Language Portal** and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |   |
|----------|---|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/> <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Achieve a financial budget saving of £11,000.</p>  |
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The public generally.</p> |

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br/> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Yes</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>   |
| <b>4</b> | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>There is no indirect effect on any groups? Disabled more affected?</p>                      |
|          | <p><b>Actions required:</b></p> <p>None</p>   |

|   |   |
|---|---|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>None</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

## INFORMATION COLLECTION

|   |  |
|---|--|
| 6 | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>  |

## CONSULTATION

|   |   |
|---|---|
| 7 | <p><b>What consultation has taken place?</b></p> <p><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation has been undertaken on all of the Council's 2018/19 MTFP proposals via the September 2017 edition of the Council's Newline paper and household survey delivered to all households within the county borough.</p> <p>Further public consultation will be undertaken in December 2017.</p> |
|   | <p><b>Actions required:</b></p>   |

|  |      |
|--|------|
|  | None |
|--|------|

## MONITORING AND REVIEW

|          |   |
|----------|---|
| <b>8</b> | <p><b>How will the proposal be monitored?</b><br/> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>A programme of works is agreed each year. Delivery of the programme is monitored throughout the year.</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>   |

|          |   |
|----------|---|
| <b>9</b> | <p><b>How will the monitoring be evaluated?</b><br/> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Monitoring of levels of service requests in this area will be undertaken to ensure performance levels are maintained.</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>   |

|           |   |
|-----------|---|
| <b>10</b> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p> |
|           | <p><b>Actions required:</b></p> <p>None</p>   |

|           |  |
|-----------|--|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>N/A</p> |
|-----------|--|

|           |   |
|-----------|---|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and Scrutiny and be available for public inspection.</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>  |

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Completed by:</b>            | Clive Campbell                     |
| <b>Date:</b>                    | 27 November 2017                   |
| <b>Position:</b>                | Transportation Engineering Manager |
| <b>Name of Head of Service:</b> | Marcus Lloyd                       |

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                    |
|---------------|--------------------|
| SERVICE AREA: | Highway Operations |
|---------------|--------------------|

**7. GENERAL INFORMATION**

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | Amend gritting routes based upon altitude forecasting |
|------------------|---|

|              |                    |
|--------------|--------------------|
| BUDGET AREA: | Winter Maintenance |
|--------------|--------------------|

|                             |          |
|-----------------------------|----------|
| TOTAL BUDGET FOR THIS AREA: | £395,000 |
|-----------------------------|----------|

|               |         |                                      |
|---------------|---------|--------------------------------------|
| TOTAL SAVING: | £35,500 | Saving as a % of total budget:<br>9% |
|---------------|---------|--------------------------------------|

|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
|--|

Gritting routes are now mapped which when modelled with the altitude based weather forecasting will allow us to only treat those routes where temperatures are predicted to have freezing temperatures. This will reduce the average number of winter maintenance gritting runs required.

During times of snowfall / snow clearance we will need to rely on the winter maintenance ring fenced reserve or Council to fund any shortfall or there is a reduction in the level of service offered.

|  |
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|  |
|--|

**8. PUBLIC IMPACT ANALYSIS**

|   |
|---|
| <p>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b></p> <p>CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.</p>  |
| <ul style="list-style-type: none"> <li>• Routine pre gritting should have no impact on the public as we will grit all roads that are forecast to be freezing</li> <li>• During times of snow clearance the service will be more reliant on financial assistance from the ring fenced reserve or Council to fund the clearance of snow. Alternatively, there could be a reduced service level which could delay side streets being cleared resulting in the public being unable to gain access to the main Highway network.</li> <li>• Potential increase in insurance claims</li> <li>• Increase in service requests</li> </ul> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <ul style="list-style-type: none"> <li>• Grit bins for self-use to be maintained as a mitigating factor.</li> </ul> |

|  |                          |                        |
|--|--------------------------|------------------------|
| <p>TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):</p> |                          |                        |
| <p>LOW<br/>IMPACT</p>  | <p>MEDIUM<br/>IMPACT</p> | <p>HIGH<br/>IMPACT</p> |
| <p>X</p>   |                          |                        |

|  |            |           |
|--|------------|-----------|
| <p>IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)</p> | <p>YES</p> | <p>NO</p> |
|  |            | <p>X</p>  |
| <p>IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:</p>                                      |            |           |

<http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx>



Equality Impact  
Assessment Form 201

IF NO, PLEASE SPECIFY WHY BELOW?

The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation

## 9. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION:**

More reliance on forecasting which includes increased risks which could impact on insurance claims

A reduction in snow clearance will affect the availability of all staff to attend work and deliver essential services.

The reputation of the authority could be damaged

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF:**

No direct impact on staff, although the cumulative effect of savings by the directorate over the coming years will lead to staff losses which will be managed through the Vacancy management policy.

NUMBER OF **FULL-TIME EQUIVALENT (FTE)** STAFF IN BUDGET AREA AFFECTED:

0.5FTE

NUMBER OF **POSTS** IN BUDGET AREA AFFECTED:

18

NUMBER OF **POSTS** AFFECTED BY THE

None



|                  |  |
|------------------|--|
| PROPOSED SAVING: |  |
|------------------|--|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|--|-----------------|
| POST(S) ALREADY VACANT:                  |                 |
| VOLUNTARY SEVERANCE:                     |                 |
| RETIREMENT:                              |                 |
| REDEPLOYMENT:                            |                 |
| REDUNDANCY:                              |                 |

|  |            |  |
|--|------------|--|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | April 2018 |  |
|--|------------|--|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  | X   |    |

|  |
|--|
| <p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |
|--|

CRM will receive high volumes of Service requests if people perceive we are not gritting or not clearing snow

A reduction in snow clearance will affect the availability of all staff to attend work and deliver

|  |     |    |
|--|-----|----|
| essential services. (Limited time / occurrence)  |     |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)                                | YES | NO |
|  | X   |    |
| IF YES, PLEASE DESCRIBE BELOW:   |     |    |
| <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>                       |     |    |
| A reduction in snow clearance will affect the availability of all staff to attend work and deliver essential services. (Limited time / occurrence) |     |    |

**10. RISK(S) AND SENSITIVITIES**

|   |     |    |
|---|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|   | X   |    |
| IF YES, PLEASE SPECIFY BELOW:   |     |    |
| More reliance on forecasting which includes increased risks which could impact on insurance claims  |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?                               |     |    |
| More detailed forecasting approach allowing a more targeted gritting regime.                        |     |    |

**11. CONSULTATION**

|   |
|---|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED: |
|---|

No consultations undertaken

**12. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

HEAD OF SERVICE: .....

DATE OF COMPLETION: .....27/11/2018.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                    |
|---------------|--------------------|
| SERVICE AREA: | Highway Operations |
|---------------|--------------------|

**13. GENERAL INFORMATION**

|                  |  |
|------------------|--|
| SAVING PROPOSAL: | Reduced spend on non-routine maintenance |
|------------------|--|

|              |                             |
|--------------|-----------------------------|
| BUDGET AREA: | Street lighting maintenance |
|--------------|-----------------------------|

|                             |             |
|-----------------------------|-------------|
| TOTAL BUDGET FOR THIS AREA: | £299,000.00 |
|-----------------------------|-------------|

|               |           |  |
|---------------|-----------|--|
| TOTAL SAVING: | £5,000.00 | Saving as a % of total budget:<br>1.5% |
|---------------|-----------|--|

PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:

Reducing the maintenance costs by no longer routinely replacing street lighting life expired equipment with new, thus extending the service life of the existing equipment beyond that would normally be expected. Replacement would only be undertaken when lighting fails and cannot be repaired.

**14. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.


1. Lights will only be replaced once failed, no planned changeover/programme
2. Street lights not working as planned
3. Increase in service requests
4. More instances of lights out
5. Perceived fear of crime
6. Potential increase in insurance claims.

**Also, please identify the mitigating actions that will assist in managing this:**

Where possible equipment replacement will be funded through external sources of funding and infrastructure schemes.

|  |
|--|
|  |
|--|

| TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): |                  |                |
|---|------------------|----------------|
| LOW<br>IMPACT   | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
| X   |                  |                |

|   |  |    |
|---|--|----|
| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES  | NO |
|   |  | X  |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?  |  |    |
| <p>The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation</p>   |  |    |

**15. ORGANISATIONAL IMPACT ANALYSIS**

|   |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :   |
| <p>Residents notice an increase in lights being out</p> <p>P.I.s may increase as the equipment is left in a non-operating condition for longer periods.</p> <p>Faults arising with this older equipment may become more frequent and requiring more</p> |

routine maintenance visits for which we are charged. (Increased costs)

**Also, please identify the mitigating actions that will assist in managing this:**

Replacement would be undertaken when assets fail and cannot be repaired.

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

Increased workload dealing with reactive requests rather than working on planned programmes

**NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:**

None

**NUMBER OF POSTS IN BUDGET AREA AFFECTED:**

2

**NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:**

None

**PLEASE SPECIFY HOW THIS WILL BE MANAGED:**

**HOW MANY POSTS?**

POST(S) ALREADY VACANT:

VOLUNTARY SEVERANCE:

RETIREMENT:

REDEPLOYMENT:

|             |  |
|-------------|--|
| REDUNDANCY: |  |
|-------------|--|

|  |            |
|--|------------|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | April 2018 |
|--|------------|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  | X   |    |

|   |
|---|
| IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |
|---|

Customer Service

Increase in service requests from the public

|   |     |    |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
|   |     | X  |

|   |
|---|
| IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |
|---|

**16. RISK(S) AND SENSITIVITIES**

| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
| IF YES, PLEASE SPECIFY BELOW:   | X   |    |
| <p>Increase risk of trip and fall claims.</p> <p>Increase in 'reactive' workload</p>                |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?                               |     |    |
| <p>Repair reported street lighting failures within required timeframes</p>                          |     |    |

**17. CONSULTATION**

| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED: |
|---|
| <p>No consultations undertaken</p>  |

**18. OTHER RELEVANT INFORMATION**

| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
|---|
|   |

HEAD OF SERVICE: .....

DATE OF COMPLETION: .....27/11/2017.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**



|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                    |
|---------------|--------------------|
| SERVICE AREA: | Highway Operations |
|---------------|--------------------|

**19. GENERAL INFORMATION**

|                  |                                     |
|------------------|-------------------------------------|
| SAVING PROPOSAL: | Reduction in Road condition Surveys |
|------------------|-------------------------------------|

|              |                   |
|--------------|-------------------|
| BUDGET AREA: | Technical Surveys |
|--------------|-------------------|

|                             |        |
|-----------------------------|--------|
| TOTAL BUDGET FOR THIS AREA: | 22,042 |
|-----------------------------|--------|

|               |        |                                       |
|---------------|--------|---------------------------------------|
| TOTAL SAVING: | £4,000 | Saving as a % of total budget:<br>18% |
|---------------|--------|---------------------------------------|

|   |
|---|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:              |
| Type, length and frequency of Road condition surveys to be reviewed / reduced |

**20. PUBLIC IMPACT ANALYSIS**

|  |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b> |
|--|

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.


No direct impact although public may become aware of deterioration in road conditions over time.

**Also, please identify the mitigating actions that will assist in managing this:**

Survey frequency only reduces: not omitted.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
|---------------|------------------|----------------|
| X             |                  |                |

| IS AN EQUALITY IMPACT ASSESSMENT<br>REQUIRED TO BE COMPLETED FOR THIS<br>SAVING PROPOSAL? (PLEASE TICK)  | YES  | NO |
|--|--|----|
|  |  | X  |
| IF YES, PLEASE COMPLETE THE EQUALITY<br>IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact<br>Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?   |  |    |
| The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation   |  |    |

**21. ORGANISATIONAL IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION:**

Gradual deterioration in road conditions could result in increased frequency of complaints and SR's and could lead to unexpected unplanned maintenance costs that are both substantial and unforeseen

**Also, please identify the mitigating actions that will assist in managing this:**

Survey frequency only reduces: not omitted

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF:**

No direct impact on staff

|  |      |
|--|------|
| <b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b> | None |
|--|------|

|   |      |
|---|------|
| NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED: | None |
|---|------|

|   |      |
|---|------|
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING: | None |
|---|------|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY <b>POSTS</b> ? |
|--|-------------------------|
| POST(S) ALREADY VACANT:                  |                         |
| VOLUNTARY SEVERANCE:                     |                         |
| RETIREMENT:                              |                         |
| REDEPLOYMENT:                            |                         |
| REDUNDANCY:                              |                         |

|  |            |
|--|------------|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | April 2018 |
|--|------------|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  |     | X  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

|  |
|--|
|  |
|--|

| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
|---|-----|----|
|   |     | X  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

## 22. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
|   |     | X  |

IF YES, PLEASE SPECIFY BELOW:

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

## 23. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**24. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

HEAD OF SERVICE: .....

DATE OF COMPLETION: .....27/11/2017.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                    |
|---------------|--------------------|
| SERVICE AREA: | Highway Operations |
|---------------|--------------------|

**25. GENERAL INFORMATION**

|                  |  |
|------------------|--|
| SAVING PROPOSAL: | Reduce spend on Service Level Agreement for Structural inspections |
|------------------|--|

|              |  |
|--------------|--|
| BUDGET AREA: | Service Level agreement for Structures |
|--------------|--|

|                             |          |
|-----------------------------|----------|
| TOTAL BUDGET FOR THIS AREA: | £114,509 |
|-----------------------------|----------|

|               |         |   |
|---------------|---------|---|
| TOTAL SAVING: | £20,000 | Saving as a % of total budget:<br>17.5% |
|---------------|---------|---|


|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:   |
| Revise programme of inspections based upon a “Risk based approach”. Also co-ordinate and plan inspection regimes to maximise efficiencies. |

**26. PUBLIC IMPACT ANALYSIS**

|  |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>   |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.  |
| <p>Any reduction in inspection regime could result in delays in undertaking works resulting in more costly repairs. This could result in longer periods of work which would cause delays to the travelling public due to roadworks and closures.</p> <p>In the short term (1-3 years) there is likely to be minimal impact.</p> <p>In the medium / long term (3 years +) the reduced level of inspection could increase the amount of reactive maintenance required.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>The risk based approach could allow for increased frequency of inspections on failing structures, however, this would be counterproductive to the approach being adopted due to the condition and age of our assets.</p> |



| TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): |                  |                |
|---|------------------|----------------|
| LOW<br>IMPACT   | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
| X   |                  |                |

|   |   |    |
|---|---|----|
| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES   | NO |
|   |   | X  |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?  |   |    |
| <p>The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation</p>   |   |    |

**27. ORGANISATIONAL IMPACT ANALYSIS**

| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:  |
|--|
| <p>Early recognition and regular maintenance is the key to cost saving. Reduced frequency of inspection could result in more costly repairs in the future.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> |

Experienced staff trained to report early signs of structural failure.

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

No direct impact on staff, although budget decrease will put more pressures on staff to find alternate work.

**NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:**

0.25FTE

**NUMBER OF POSTS IN BUDGET AREA AFFECTED:**

7

**NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:**

none

**PLEASE SPECIFY HOW THIS WILL BE MANAGED:**

**HOW MANY POSTS?**

POST(S) ALREADY VACANT:

VOLUNTARY SEVERANCE:

RETIREMENT:

REDEPLOYMENT:

REDUNDANCY:

|  |            |    |
|--|------------|----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:   | April 2018 |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)   | YES        | NO |
|  |            | X  |
| <p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |            |    |
|  |            |    |

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)  | YES | NO |
|  |     | X  |
| <p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |     |    |
| <br><br><br>   |     |    |

**28. RISK(S) AND SENSITIVITIES**

|  |     |    |
|--|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)  | YES | NO |
|  | X   |    |
| <p>IF YES, PLEASE SPECIFY BELOW:</p>   |     |    |
| <p>Early recognition and regular maintenance is the key to cost saving. Reduced frequency of inspection could result in more costly repairs in the future.</p> |     |    |
| <p>PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?</p>   |     |    |
| <p>Experienced staff trained to report early signs of structural failure and annual review of inspection programme.</p>  |     |    |

**29. CONSULTATION**

|  |
|--|
| <p>PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:</p> |
|--|

None

**30. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

HEAD OF SERVICE: .....

DATE OF COMPLETION: .....27/11/2017.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                      |
|---------------|----------------------|
| SERVICE AREA: | Engineering Services |
|---------------|----------------------|

**31. GENERAL INFORMATION**

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | Transportation – road safety salary budget reduction. |
|------------------|---|

|              |                                  |
|--------------|----------------------------------|
| BUDGET AREA: | Transport Strategy & Road Safety |
|--------------|----------------------------------|

|                             |         |
|-----------------------------|---------|
| TOTAL BUDGET FOR THIS AREA: | £95,000 |
|-----------------------------|---------|

|       |         |                                |
|-------|---------|--------------------------------|
| TOTAL | £25,000 | Saving as a % of total budget: |
|-------|---------|--------------------------------|

|         |  |     |
|---------|--|-----|
| SAVING: |  | 26% |
|---------|--|-----|


|   |
|---|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:  |
| Restructure of Team resulting in removal of 1 Road Safety post that transfers to School Crossing Patrol Supervisor (based on retirement). |

**32. PUBLIC IMPACT ANALYSIS**

|   |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>  |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.   |
| <p><b>The scope of road safety education, training and publicity will be rationalised. There will be some loss of activity due to reduced resources but the change will be managed to limit the impact on future generations/public. The service recipients and activity in the project will continue to focus on interventions that target casualty reduction.</b></p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p><b>More initiatives will be targeted and resourced from external grant funding where possible and through identifying new ways of working and working in partnership with other Local Authorities in the region.</b></p> |

|  |                  |                |
|--|------------------|----------------|
| TACKING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): |                  |                |
| LOW<br>IMPACT  | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
| ✓  |                  |                |

|  |     |    |
|--|-----|----|
| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS | YES | NO |
|  |     |    |

|   |   |  |
|---|---|--|
| SAVING PROPOSAL? (PLEASE TICK)  | ✓   |  |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |  |
| IF NO, PLEASE SPECIFY WHY BELOW?  |   |  |
|   |   |  |

**33. ORGANISATIONAL IMPACT ANALYSIS**

|  |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>   |
| <p>Any reduction in road safety education, training and publicity initiatives could impact on vulnerable road users. Indirectly this could adversely impact on casualty reduction targets.</p> <p>Also, please identify the mitigating actions that will assist in managing this:</p> <p>Greater utilisation of external grant funding where possible/necessary to supplement resources.</p> |

|   |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b> |
|   |

**Nil impact but there will be a smaller team delivering this service.**

NUMBER OF **FULL-TIME EQUIVALENT (FTE)** STAFF IN BUDGET AREA AFFECTED:

5.5

NUMBER OF **POSTS** IN BUDGET AREA AFFECTED:

8

NUMBER OF **POSTS** AFFECTED BY THE PROPOSED SAVING:

1

PLEASE SPECIFY HOW THIS WILL BE MANAGED:

HOW MANY **POSTS**?

POST(S) ALREADY VACANT:

VOLUNTARY SEVERANCE:

RETIREMENT:

1

REDEPLOYMENT:

REDUNDANCY:

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:

April 2018

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE

YES

NO

X



|  |     |    |
|--|-----|----|
| COUNCIL? (PLEASE TICK)   |     |    |
| <p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |     |    |
|  |     |    |
| <p>WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)</p>   | YES | NO |
|  |     | ✓  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

**34. RISK(S) AND SENSITIVITIES**

| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
|   |     | ✓  |

IF YES, PLEASE SPECIFY BELOW:

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

**35. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None.

|  |
|--|
|  |
|--|

**36. OTHER RELEVANT INFORMATION**

|   |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| N/A   |

**HEAD OF SERVICE:** .....Marcus Lloyd.....

**DATE OF COMPLETION:** .....23/11/17.....

|   |
|---|
| <h1 style="margin: 0;">EQUALITY IMPACT ASSESSMENT FORM</h1> <p style="text-align: right; margin: 0;">April 2016</p> |
|---|

## THE COUNCIL’S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|   |   |
|---|---|
| <b>NAME OF NEW OR REVISED PROPOSAL*</b> | Transportation – road safety salary budget reduction. |
| <b>DIRECTORATE</b>                      | Communities   |
| <b>SERVICE AREA</b>                     | Engineering Services                                  |
| <b>CONTACT OFFICER</b>                  | Elizabeth Gibby                                       |

|   |                            |
|---|----------------------------|
|   |                            |
| <b>DATE FOR NEXT REVIEW OR REVISION</b> | 1 <sup>st</sup> April 2018 |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

# INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the **Equalities Implications in Committee Reports** guidance document (available on the **Equalities and Welsh Language Portal** on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Equalities and Welsh Language Portal** and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|   |   |
|---|---|
| 1 | <p><b>What is the proposal intended to achieve?</b><br/> <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The proposal is made to ensure that the service can be sustained by reducing the service cost.</p>   |
| 2 | <p><b>Who are the service users affected by the proposal?</b><br/> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The Road Safety Service delivers Education, Training and Publicity to all sectors of the public but the main focus is targeted delivery through schools focusing on training for school children. Other projects are target interventions to address behaviours in young adults and older people.</p> |

## IMPACT ON THE PUBLIC AND STAFF

|   |   |
|---|---|
| 3 | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p>Yes.</p>  |
|   | <p><b>Actions required:</b></p> <p>None</p>   |
| 4 | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>The reduction in staff numbers will see the outputs delivered to the same targeted recipients. Any changes to service delivery will not disproportionately affect any protected groups.</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

|   |   |
|---|---|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>None</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

## INFORMATION COLLECTION

|   |   |
|---|---|
| 6 | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service does engage with users in the case of children through their parents, via schools and directly with adult participants in other projects. Part of the service (kerb craft) is offered to all children in infant school years 1 &amp; 2. All schools are offered this training and participation is high for this project. However parental consent is required and the child's participation is on occasion declined or the school may decide not to take part. 95% of schools participate.</p> <p>All other projects are offered to relevant groups based on the project definition. Participation and take up is very much down to the individual. Some elements of the service relate to publicity which involves engagement but monitoring participation is more difficult.</p> |
|   | <p><b>Actions required:</b></p> <p>The change in capacity will be monitored to ensure that this does not affect particular groups and the service continues to be offered to all relevant sectors of society.</p>   |

## CONSULTATION

|          |  |
|----------|--|
| <b>7</b> | <p><b>What consultation has taken place?</b><br/><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation has been undertaken on all of the Council's 2018/19 MTFP proposals via the September 2017 edition of the Council's Newline paper and household survey delivered to all households within the county borough.</p> <p>Further public consultation will be undertaken in December 2017.</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>  |

## MONITORING AND REVIEW

|          |   |
|----------|---|
| <b>8</b> | <p><b>How will the proposal be monitored?</b><br/><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Take up of the services offered will continue to be monitored.</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>   |
| <b>9</b> | <p><b>How will the monitoring be evaluated?</b><br/><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>If the savings target is met without any targeted user groups being adversely or disproportionately affected, the proposal will be considered to have been fully successful.</p>   |
|          | <p><b>Actions required:</b></p> <p>None</p>   |



|  |  |
|--|--|
|  |  |
|--|--|

|           |   |
|-----------|---|
| <b>10</b> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p> |
|           | <p><b>Actions required:</b></p> <p>None</p>   |

|           |  |
|-----------|--|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>N/A</p> |
|-----------|--|

|           |   |
|-----------|---|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and Scrutiny and be available for public inspection.</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>  |

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Completed by:</b>            | Clive Campbell                     |
| <b>Date:</b>                    | 27 November 2017                   |
| <b>Position:</b>                | Transportation Engineering Manager |
| <b>Name of Head of Service:</b> | Marcus Lloyd                       |

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                      |
|---------------|----------------------|
| SERVICE AREA: | Engineering Services |
|---------------|----------------------|

**37. GENERAL INFORMATION**

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | School Crossing Patrol Salary budget reduction. |
|------------------|---|

|              |                                   |
|--------------|-----------------------------------|
| BUDGET AREA: | Strategic Transport & Road Safety |
|--------------|-----------------------------------|

|                             |          |
|-----------------------------|----------|
| TOTAL BUDGET FOR THIS AREA: | £315,000 |
|-----------------------------|----------|

|               |         |                                       |
|---------------|---------|---------------------------------------|
| TOTAL SAVING: | £38,000 | Saving as a % of total budget:<br>12% |
|---------------|---------|---------------------------------------|

|   |
|---|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:  |
| As sites become vacant (i.e. post holder resigns/retires) they will be assessed and those not meeting the current national standards will be withdrawn. |

**38. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.


**Only those vacant School Crossing Patrol (SCP) sites at primary schools meeting the national assessment criteria will be maintained, leading to an overall reduction.**

**Also, please identify the mitigating actions that will assist in managing this:**

**The Road Safety team will continue to work with Schools and parents to provide advice and guidance on road safety concerns and remind all of parental responsibility for the journey to/from schools.**

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
|---------------|------------------|----------------|
| ✓             |                  |                |

| IS AN EQUALITY IMPACT ASSESSMENT<br>REQUIRED TO BE COMPLETED FOR THIS<br>SAVING PROPOSAL? (PLEASE TICK)  | YES  | NO |
|--|--|----|
|  | ✓  |    |
| IF YES, PLEASE COMPLETE THE EQUALITY<br>IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-</a> | <br>Equality Impact<br>Assessment Form 201 |    |

[Assessment.aspx](#)

IF NO, PLEASE SPECIFY WHY BELOW?

### 39. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION:**

**Public perception of road safety dangers could increase.**

**Also, please identify the mitigating actions that will assist in managing this:**

**Utilising alternative road safety education, training and publicity measures where possible.**

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF:**

**Nil impact.**

NUMBER OF **FULL-TIME EQUIVALENT (FTE)** STAFF IN BUDGET AREA AFFECTED:

15.12

NUMBER OF **POSTS** IN BUDGET AREA AFFECTED:

56

NUMBER OF **POSTS** AFFECTED BY THE

9

|                  |  |
|------------------|--|
| PROPOSED SAVING: |  |
|------------------|--|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|--|-----------------|
| POST(S) ALREADY VACANT:                  | 5               |
| VOLUNTARY SEVERANCE:                     |                 |
| RETIREMENT:                              | 4               |
| REDEPLOYMENT:                            |                 |
| REDUNDANCY:                              |                 |

|  |  |  |
|--|--|--|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | Throughout the course of the remainder of 2017/18 and 2018/19. |  |
|--|--|--|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  |     | ✓  |

|   |
|---|
| IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |
|---|

|  |
|--|
|  |
|--|

|   |     |    |
|---|-----|----|
|   |     |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
|   |     | ✓  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

**40. RISK(S) AND SENSITIVITIES**

| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)   | YES | NO |
|---|-----|----|
| IF YES, PLEASE SPECIFY BELOW:   | ✓   |    |
| Sensitivity: perception of increased road safety danger.  |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?   |     |    |
| The Road Safety team will continue to work with Schools and parents to provide advice and guidance on road safety concerns and remind all of parental responsibility for the journey to/from schools. |     |    |

**41. CONSULTATION**

| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED: |
|---|
| None.   |

**42. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

N/A

**HEAD OF SERVICE: .....Marcus Lloyd.....**

**DATE OF COMPLETION: .....20/11/17.....**



# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|   |  |
|---|--|
| <b>NAME OF NEW OR REVISED PROPOSAL*</b> | School Crossing Patrol salary budget reduction |
| <b>DIRECTORATE</b>                      | Communities                                    |
| <b>SERVICE AREA</b>                     | Engineering Services                           |
| <b>CONTACT OFFICER</b>                  | Clive Campbell                                 |
| <b>DATE FOR NEXT REVIEW OR REVISION</b> | November 2018                                  |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

# INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the **Equalities Implications in Committee Reports** guidance document (available on the **Equalities and Welsh Language Portal** on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Equalities and Welsh Language Portal** and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |  |
|----------|--|
| <b>1</b> | <b>What is the proposal intended to achieve?</b><br><i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i><br><br>A reduction in the number of SCP sites would result in an estimated annual saving of £38,000.  |
| <b>2</b> | <b>Who are the service users affected by the proposal?</b><br><i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i><br><br>School Crossing Patrollers, primary school children and their parents and carers. |

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br><i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i><br><br>All primary school children and their parents and carers have equal access to the service. |
|          | <b>Actions required:</b><br><br>None  |
| <b>4</b> | <b>What are the consequences of the above for specific groups?</b><br><i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i><br><br>There is no indirect effect on any groups.   |
|          | <b>Actions required:</b><br><br>None  |

|   |   |
|---|---|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>None</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

## INFORMATION COLLECTION

|   |   |
|---|---|
| 6 | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Information is available of the surveys of the SCP sites undertaken and the assessment against national criteria.</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

## CONSULTATION

|   |   |
|---|---|
| 7 | <p><b>What consultation has taken place?</b></p> <p><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation has been undertaken on all of the Council's 2018/19 MTFP proposals via the September 2017 edition of the Council's Newline paper and household survey delivered to all households within the county borough.</p> <p>Further public consultation will be undertaken in December 2017.</p> |
|---|---|

|  |   |
|--|---|
|  | <p><b>Actions required:</b></p> <p>Notify school and ward Members when an assessment is to be undertaken.</p> |
|--|---|

## MONITORING AND REVIEW

|          |   |
|----------|---|
| <b>8</b> | <p><b>How will the proposal be monitored?</b><br/> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Information will be retained on the number of sites operated, assessed and those withdrawn that no longer meet the assessment criteria.</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>   |

|          |   |
|----------|---|
| <b>9</b> | <p><b>How will the monitoring be evaluated?</b><br/> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Compliance with national assessment criteria for any proposed alterations along with relevant consultation.</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>   |

|           |   |
|-----------|---|
| <b>10</b> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p> |
|           | <p><b>Actions required:</b></p> <p>None</p>   |

|           |  |
|-----------|--|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>N/A</p> |
|-----------|--|

|           |   |
|-----------|---|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and Scrutiny and be available for public inspection.</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>  |

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Completed by:</b>            | Clive Campbell                     |
| <b>Date:</b>                    | 20 November 2017                   |
| <b>Position:</b>                | Transportation Engineering Manager |
| <b>Name of Head of Service:</b> | Marcus Lloyd                       |

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                      |
|---------------|----------------------|
| SERVICE AREA: | Engineering Services |
|---------------|----------------------|

**43. GENERAL INFORMATION**

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | Transportation – accident studies budget reduction. |
|------------------|---|

|              |                                  |
|--------------|----------------------------------|
| BUDGET AREA: | Transport Strategy & Road Safety |
|--------------|----------------------------------|

|                             |         |
|-----------------------------|---------|
| TOTAL BUDGET FOR THIS AREA: | £29,000 |
|-----------------------------|---------|

|               |         |                                       |
|---------------|---------|---------------------------------------|
| TOTAL SAVING: | £10,000 | Saving as a % of total budget:<br>35% |
|---------------|---------|---------------------------------------|

|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:   |
| <p>New contract with external provider reduces the minimum fixed contract element and gives more flexibility to use as and when. This does reduce the detailed information across the whole borough but focus can be on target/risk areas.</p> |

**44. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.


**There will be minimal impact on the public but the focus of casualty reduction will be focused on the higher risk areas.**

**Also, please identify the mitigating actions that will assist in managing this:**

**More analysis will be undertaken in house to develop the information required when bidding for external grant funding.**

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
|---------------|------------------|----------------|
| ✓             |                  |                |

| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES   | NO |
|---|---|----|
|   | ✓   |    |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-">http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-</a> | <br>Equality Impact Assessment Form 201 |    |



[Assessment.aspx](#)

IF NO, PLEASE SPECIFY WHY BELOW?

#### 45. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION:**

**It requires a greater reliance on staff knowledge so staff retention/succession planning in this area becomes more prominent.**

**Also, please identify the mitigating actions that will assist in managing this:**

**Greater utilisation of external grant funding where possible/necessary to supplement resources.**

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF:**

Small impact on staff being more focussed in undertaking assessments.

NUMBER OF **FULL-TIME EQUIVALENT (FTE)** STAFF IN BUDGET AREA AFFECTED:

1

NUMBER OF **POSTS** IN BUDGET AREA AFFECTED:

1

| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:  | Nil   |     |    |  |   |
|--|---|-----|----|--|---|
| PLEASE SPECIFY HOW THIS WILL BE MANAGED:   | HOW MANY <b>POSTS</b> ?   |     |    |  |   |
| POST(S) ALREADY VACANT:  |   |     |    |  |   |
| VOLUNTARY SEVERANCE:   |   |     |    |  |   |
| RETIREMENT:  |   |     |    |  |   |
| REDEPLOYMENT:  |   |     |    |  |   |
| REDUNDANCY:  |   |     |    |  |   |
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:   | April 2018  |     |    |  |   |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)   | <table border="1"> <thead> <tr> <th style="background-color: #cccccc;">YES</th> <th style="background-color: #cccccc;">NO</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> | YES | NO |  | ✓ |
| YES  | NO  |     |    |  |   |
|  | ✓   |     |    |  |   |
| <p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |   |     |    |  |   |

|   |     |    |
|---|-----|----|
|   |     |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)                                     | YES | NO |
|   |     | ✓  |
| IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |     |    |
|   |     |    |

**46. RISK(S) AND SENSITIVITIES**

|   |     |    |
|---|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|   |     | ✓  |
| IF YES, PLEASE SPECIFY BELOW:   |     |    |
|   |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?                               |     |    |
|   |     |    |

**47. CONSULTATION**

|   |
|---|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED: |
| None.   |

**48. OTHER RELEVANT INFORMATION**

|   |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| N/A   |

HEAD OF SERVICE: .....Marcus Lloyd.....

DATE OF COMPLETION: .....23/11/17.....

|   |
|---|
| <h1 style="text-align: center;">EQUALITY IMPACT ASSESSMENT FORM</h1> <p style="text-align: right;">April 2016</p> |
|---|

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|   |                                   |
|---|-----------------------------------|
| <b>NAME OF NEW OR REVISED PROPOSAL*</b> | Accident studies budget reduction |
| <b>DIRECTORATE</b>                      | Communities                       |
| <b>SERVICE AREA</b>                     | Engineering Services              |

|   |                |
|---|----------------|
| <b>CONTACT OFFICER</b>                  | Clive Campbell |
| <b>DATE FOR NEXT REVIEW OR REVISION</b> | November 2018  |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

# INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the **Equalities Implications in Committee Reports** guidance document (available on the **Equalities and Welsh Language Portal** on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Equalities and Welsh Language Portal** and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |  |
|----------|--|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/> <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Achieve a financial budget saving of £10,000.</p> |
|----------|--|

|          |   |
|----------|---|
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The public generally.</p> |
|----------|---|

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br/> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Yes</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>   |

|          |  |
|----------|--|
| <b>4</b> | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>There is no indirect effect on any groups.</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>  |

|   |   |
|---|---|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>None</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

## INFORMATION COLLECTION

|   |  |
|---|--|
| 6 | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>Information is available on personal injury collision data used for analysis and performance against the targets for casualty reduction.</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>  |

## CONSULTATION

|   |  |
|---|--|
| 7 | <p><b>What consultation has taken place?</b></p> <p><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation has been undertaken on all of the Council's 2018/19 MTFP proposals via the September 2017 edition of the Council's Newsline paper and household survey delivered to all households within the county borough.</p> <p>Further public consultation will be undertaken in December 2017.</p> |
|   | <p><b>Actions required:</b></p>  |



|  |      |
|--|------|
|  | None |
|--|------|

## MONITORING AND REVIEW

|          |  |
|----------|--|
| <b>8</b> | <p><b>How will the proposal be monitored?</b><br/> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Progress against casualty reduction targets is reviewed each year and reported to the Regeneration and Environment Scrutiny Committee.</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>  |

|          |   |
|----------|---|
| <b>9</b> | <p><b>How will the monitoring be evaluated?</b><br/> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Monitor the level of service provided and analyse any concerns further.</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>   |

|           |   |
|-----------|---|
| <b>10</b> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p> |
|           | <p><b>Actions required:</b></p> <p>None</p>   |

|           |  |
|-----------|--|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>N/A</p> |
|-----------|--|

|           |   |
|-----------|---|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> |
|-----------|---|

|  |  |
|--|--|
|  | This form will be appended to the report to Cabinet and Scrutiny and be available for public inspection.   |
|  | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>• EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul> |

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Completed by:</b>            | Clive Campbell                     |
| <b>Date:</b>                    | 27 November 2017                   |
| <b>Position:</b>                | Transportation Engineering Manager |
| <b>Name of Head of Service:</b> | Marcus Lloyd                       |

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                      |
|---------------|----------------------|
| SERVICE AREA: | Engineering Services |
|---------------|----------------------|

**49. GENERAL INFORMATION**

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | Transportation – traffic signal maintenance budget reduction. |
|------------------|---|

|              |                    |
|--------------|--------------------|
| BUDGET AREA: | Traffic Management |
|--------------|--------------------|

|                             |         |
|-----------------------------|---------|
| TOTAL BUDGET FOR THIS AREA: | £69,000 |
|-----------------------------|---------|

|               |         |                                       |
|---------------|---------|---------------------------------------|
| TOTAL SAVING: | £11,000 | Saving as a % of total budget:<br>16% |
|---------------|---------|---------------------------------------|

|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:   |
| Efficiency savings on existing maintenance contract (£4k). Reduction in planned works (£7k) which will reduce ability to replace life expired equipment. |

**50. PUBLIC IMPACT ANALYSIS**

|  |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b> |
|--|

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.

**The budget reduction will have a direct impact on the ongoing maintenance/condition of the traffic signal equipment which could ultimately lead to installations becoming unsafe/having to be switched off/decommissioned.**

**The ability to replace life expired equipment will be affected so replacement for more modern equipment will take longer (e.g. controlled pedestrian crossing with detection equipment).**

**Also, please identify the mitigating actions that will assist in managing this:**

**Where possible equipment replacement will be funded through external sources of funding and infrastructure schemes.**

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
|---------------|------------------|----------------|
| ✓             |                  |                |

| IS AN EQUALITY IMPACT ASSESSMENT<br>REQUIRED TO BE COMPLETED FOR THIS<br>SAVING PROPOSAL? (PLEASE TICK)    | YES | NO |
|--|-----|----|
|  | ✓   |    |
| IF YES, PLEASE COMPLETE THE EQUALITY<br>IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-">http://sc-</a> |     |    |

[aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx](http://aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx)



Equality Impact  
Assessment Form 201

IF NO, PLEASE SPECIFY WHY BELOW?

## 51. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION:**

Any deterioration in the condition/switching off/decommissioning of the traffic signal equipment will lead to an increased number of faults being reported & complaints being received.

Replacing life expired equipment for up to date technology will take longer before road users will benefit.

**Also, please identify the mitigating actions that will assist in managing this:**

Replacement would be undertaken when assets fail and cannot be repaired.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF:**

**Nil impact.**

NUMBER OF **FULL-TIME EQUIVALENT (FTE)** STAFF IN BUDGET AREA AFFECTED:

1

NUMBER OF **POSTS** IN BUDGET AREA AFFECTED:

1

|   |                         |    |
|---|-------------------------|----|
|   |                         |    |
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING:   | Nil                     |    |
| PLEASE SPECIFY HOW THIS WILL BE MANAGED:  | HOW MANY <b>POSTS</b> ? |    |
| POST(S) ALREADY VACANT:   |                         |    |
| VOLUNTARY SEVERANCE:  |                         |    |
| RETIREMENT:   |                         |    |
| REDEPLOYMENT:   |                         |    |
| REDUNDANCY:   |                         |    |
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:  | April 2018              |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)                                      | YES                     | NO |
|   |                         | ✓  |
| IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |                         |    |

|   |     |    |
|---|-----|----|
|   |     |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)                                     | YES | NO |
|   |     | ✓  |
| IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>THE AREA(S) AFFECTED; AND</li> <li>HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |     |    |
|   |     |    |

**52. RISK(S) AND SENSITIVITIES**

|  |     |    |
|--|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)                              | YES | NO |
|  | ✓   |    |
| IF YES, PLEASE SPECIFY BELOW:  |     |    |
| <p style="text-align: center;">New up-to-date technology will only be considered when the current equipment reaches failure.</p> |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?  |     |    |
| <p style="text-align: center;">Maintenance inspections to try and estimate remaining life expectancy of equipment.</p>           |     |    |

|  |
|--|
|  |
|--|

**53. CONSULTATION**

|   |
|---|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED: |
| None.   |

**54. OTHER RELEVANT INFORMATION**

|   |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| N/A   |

HEAD OF SERVICE: .....Marcus Lloyd.....

DATE OF COMPLETION: .....23/11/17.....

|  |
|--|
| <b>EQUALITY IMPACT ASSESSMENT FORM</b><br>April 2016 |
|--|

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|   |  |
|---|--|
| <b>NAME OF NEW OR REVISED PROPOSAL*</b> | Traffic signals maintenance budget reduction |
| <b>DIRECTORATE</b>                      | Communities                                  |
| <b>SERVICE AREA</b>                     |  |



|   |                      |
|---|----------------------|
|   | Engineering Services |
| <b>CONTACT OFFICER</b>                  | Clive Campbell       |
| <b>DATE FOR NEXT REVIEW OR REVISION</b> | November 2018        |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

# INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the **Equalities Implications in Committee Reports** guidance document (available on the **Equalities and Welsh Language Portal** on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Equalities and Welsh Language Portal** and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |   |
|----------|---|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/> <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Achieve a financial budget saving of £11,000.</p>  |
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The public generally.</p> |

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br/> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Yes</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>   |
| <b>4</b> | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>There is no indirect effect on any groups? Disabled more affected?</p>                      |
|          | <p><b>Actions required:</b></p> <p>None</p>   |

|   |   |
|---|---|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>None</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

## INFORMATION COLLECTION

|   |  |
|---|--|
| 6 | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The service is available to all users.</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>  |

## CONSULTATION

|   |   |
|---|---|
| 7 | <p><b>What consultation has taken place?</b></p> <p><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation has been undertaken on all of the Council's 2018/19 MTFP proposals via the September 2017 edition of the Council's Newline paper and household survey delivered to all households within the county borough.</p> <p>Further public consultation will be undertaken in December 2017.</p> |
|   | <p><b>Actions required:</b></p>   |

|      |
|------|
| None |
|------|

## MONITORING AND REVIEW

|          |  |
|----------|--|
| <b>8</b> | <b>How will the proposal be monitored?</b><br><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i><br><br>A programme of works is agreed each year. Delivery of the programme is monitored throughout the year. |
|----------|--|

|                          |
|--------------------------|
| <b>Actions required:</b> |
|--------------------------|

|      |
|------|
| None |
|------|

|          |  |
|----------|--|
| <b>9</b> | <b>How will the monitoring be evaluated?</b><br><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i><br><br>Monitoring of levels of service requests in this area will be undertaken to ensure performance levels are maintained. |
|----------|--|

|                          |
|--------------------------|
| <b>Actions required:</b> |
|--------------------------|

|      |
|------|
| None |
|------|

|           |  |
|-----------|--|
| <b>10</b> | <b>Have any support / guidance / training requirements been identified?</b><br><i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i><br><br>No |
|-----------|--|

|                          |
|--------------------------|
| <b>Actions required:</b> |
|--------------------------|

|      |
|------|
| None |
|------|

|           |   |
|-----------|---|
| <b>11</b> | <b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b><br><br>N/A |
|-----------|---|

|    |   |
|----|---|
| 12 | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and Scrutiny and be available for public inspection.</p> |
|    | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>• EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>  |

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Completed by:</b>            | Clive Campbell                     |
| <b>Date:</b>                    | 27 November 2017                   |
| <b>Position:</b>                | Transportation Engineering Manager |
| <b>Name of Head of Service:</b> | Marcus Lloyd                       |

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                      |
|---------------|----------------------|
| SERVICE AREA: | Engineering Services |
|---------------|----------------------|

**55. GENERAL INFORMATION**

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | Transportation – Highways Act S38 etc. fee increase in income budget. |
|------------------|---|

|              |                             |
|--------------|-----------------------------|
| BUDGET AREA: | Highway Development Control |
|--------------|-----------------------------|

|                             |          |
|-----------------------------|----------|
| TOTAL BUDGET FOR THIS AREA: | £168,000 |
|-----------------------------|----------|

|               |         |                                      |
|---------------|---------|--------------------------------------|
| TOTAL SAVING: | £15,000 | Saving as a % of total budget:<br>9% |
|---------------|---------|--------------------------------------|

|   |
|---|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:  |
| Due to economic improvement in recent years increased scope to improve external fees. Risks relate to sustainability of existing developments and economic climate. |

**56. PUBLIC IMPACT ANALYSIS**

|  |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b> |
|--|

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.


**Nil impact**

**Also, please identify the mitigating actions that will assist in managing this:**

**N/A**

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
|---------------|------------------|----------------|
| ✓             |                  |                |

| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES   | NO |
|---|---|----|
|   |   | ✓  |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?  |   |    |
|   |   |    |



|  |
|--|
|  |
|--|

**57. ORGANISATIONAL IMPACT ANALYSIS**

| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>  |
|---|
| <p><b>Increasing income relieves the pressure on other budgets and services. However, any shortfall in achieving the increased target will have the opposite effect.</b></p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p><b>More proactive management of implemented development proposals with prompt invoicing for fees.</b></p> |

| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b> |
|---|
| <p><b>Nil impact.</b></p>   |

|  |          |
|--|----------|
| <b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b> | <b>3</b> |
|--|----------|

|   |          |
|---|----------|
| <b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b> | <b>3</b> |
|---|----------|

|   |            |
|---|------------|
| <b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b> | <b>Nil</b> |
|---|------------|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|--|-----------------|
|  |                 |

|                         |  |
|-------------------------|--|
| POST(S) ALREADY VACANT: |  |
| VOLUNTARY SEVERANCE:    |  |
| RETIREMENT:             |  |
| REDEPLOYMENT:           |  |
| REDUNDANCY:             |  |

|  |     |    |
|--|-----|----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:   |     |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)   | YES | NO |
|  |     | ✓  |
| <p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |     |    |
|  |     |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR   | YES | NO |
|  |     | ✓  |

PARTNER? (PLEASE TICK)

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

**58. RISK(S) AND SENSITIVITIES**

| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
|   |     | ✓  |
| IF YES, PLEASE SPECIFY BELOW:   |     |    |
|   |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?                               |     |    |
|   |     |    |

**59. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None.

**60. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

N/A

**HEAD OF SERVICE:** .....**Marcus Lloyd**.....

**DATE OF COMPLETION:** .....**23/11/17**.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                      |
|---------------|----------------------|
| SERVICE AREA: | Engineering Services |
|---------------|----------------------|

**61. GENERAL INFORMATION**

|                  |  |
|------------------|--|
| SAVING PROPOSAL: | Concessionary Fare Grant support service element increased income budget |
|------------------|--|

|              |                           |
|--------------|---------------------------|
| BUDGET AREA: | Integrated Transport Unit |
|--------------|---------------------------|

|                             |          |
|-----------------------------|----------|
| TOTAL BUDGET FOR THIS AREA: | £127,000 |
|-----------------------------|----------|

|               |                      |                                      |
|---------------|----------------------|--------------------------------------|
| TOTAL SAVING: | £10,000 (new income) | Saving as a % of total budget:<br>8% |
|---------------|----------------------|--------------------------------------|

|   |  |
|---|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:  |  |
| <p>Due to planned regional collaboration, Caerphilly CBC will look after small and medium sized bus operator reimbursement for the whole of SE Wales. The Council will be one of three lead authorities in SE Wales responsible for authenticating and authorising concessionary fares claims and will exclusively process the claims for small / medium sized operators. The Council will no longer process claims for Stagecoach (these will be undertaken by another lead authority) and this will release the resource required to deal with a much wider range of operators (with much smaller individual claims).</p> |  |

**62. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.


**NIL impact to the public – this is a more efficient / shared services model that will have no impact on the public or transport providers.**

**Also, please identify the mitigating actions that will assist in managing this:**

**N/a**

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

|               |                  |                |
|---------------|------------------|----------------|
| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
| ✓             |                  |                |

|   |   |    |
|---|---|----|
| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES   | NO |
|   |   | ✓  |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |

|  |  |
|--|--|
|  |  |
| IF NO, PLEASE SPECIFY WHY BELOW?               |  |
| No impact on the public / delivery of service. |  |

**63. ORGANISATIONAL IMPACT ANALYSIS**

|  |  |
|--|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:  |  |
| <p>No impact on the organisation – ITU already deals with concessionary fares reimbursement claims and the proposal will utilise existing resources. Payments will be centralised though Monmouthshire CC once approved by the authenticating local authority, so there will be no dependency on CCBC Finance Support to process payments.</p> <p>Also, please identify the mitigating actions that will assist in managing this:</p> <p>N/a</p> |  |
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:   |  |
| Can be accommodated within existing team capacity.   |  |

|   |     |
|---|-----|
| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | 0.7 |
|---|-----|

|  |   |
|--|---|
| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | 2 |
|--|---|



|   |   |
|---|---|
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING: | 0 |
|---|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY <b>POSTS</b> ? |
|--|-------------------------|
| POST(S) ALREADY VACANT:                  |                         |
| VOLUNTARY SEVERANCE:                     |                         |
| RETIREMENT:                              |                         |
| REDEPLOYMENT:                            |                         |
| REDUNDANCY:                              |                         |

|  |            |
|--|------------|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | April 2018 |
|--|------------|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  | X   |    |

|  |
|--|
| IF YES, PLEASE DESCRIBE BELOW:   |
| <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |

Finance Section – Communities – no longer process concessionary fare reimbursement payments (currently £4m per annum) and therefore no involvement in external audit process for this budget

|   |     |    |
|---|-----|----|
| area.   |     |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)   | YES | NO |
|   | X   |    |
| IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>   |     |    |
| <p>Reimbursement will be rationalised, so there will be a reduction in the number of local authorities involved in the reimbursement process (from 9 to 4). A proportion of the Welsh Government administration grant will be reduced for those not involved and reallocated to the lead authorities.</p> |     |    |

**64. RISK(S) AND SENSITIVITIES**

|  |     |    |
|--|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)                | YES | NO |
|  | X   |    |
| IF YES, PLEASE SPECIFY BELOW:  |     |    |
| <p>Agreement of the local authorities involved and support / approval of the Cardiff City Capital Region Board</p> |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?  |     |    |
| <br><br><br>   |     |    |

**65. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

N/A

## 66. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

N/A

**HEAD OF SERVICE:** Marcus Lloyd

**DATE OF COMPLETION:** 23 November 2017

### **MEDIUM-TERM FINANCIAL PLAN** **SAVING PROPOSAL TEMPLATE**

**DIRECTORATE:**

Communities

**SERVICE  
AREA:**

Engineering Services

## 67. GENERAL INFORMATION

**SAVING  
PROPOSAL:**

Transportation – bus shelter and bus station maintenance and bus shelter cleansing budget reduction.

**BUDGET  
AREA:**

Integrated Transport Unit

**TOTAL  
BUDGET FOR  
THIS AREA:**

£64,000

|               |         |                                       |
|---------------|---------|---------------------------------------|
| TOTAL SAVING: | £10,000 | Saving as a % of total budget:<br>16% |
|---------------|---------|---------------------------------------|

|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:   |
| Reduced maintenance and cleansing programme, assisted by recent Capital grant in Caerphilly Basin. Assets replacement will be affected in the long-term. |

**68. PUBLIC IMPACT ANALYSIS**

|  |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>   |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.  |
| <p><b>The quality of bus shelter and bus station maintenance may decline leading to public dissatisfaction. Damage that presents a health and safety risk will be addressed but routine cosmetic repairs will not be prioritised.</b></p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p><b>Targeting additional resources from external funding sources where possible for capital replacement.</b></p> |

|   |                  |                |
|---|------------------|----------------|
| TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): |                  |                |
| LOW<br>IMPACT   | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
| ✓   |                  |                |

|   |     |    |
|---|-----|----|
| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|   | ✓   |    |

|   |  |  |
|---|--|--|
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:  |  |  |
| <a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> |  |  |
| IF NO, PLEASE SPECIFY WHY BELOW?  |  |  |
|   |  |  |

**69. ORGANISATIONAL IMPACT ANALYSIS**

|   |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>  |
| <p><b>Reduction in workload /income for DLO (NCS). Also any increase in public dissatisfaction would adversely affect the Council’s reputation.</b></p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p><b>Greater utilisation of external grant funding where possible/necessary to supplement resources.</b></p> |

|   |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b> |
| <p><b>Nil impact.</b></p>   |

|  |     |
|--|-----|
| NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED: | 0.3 |
|--|-----|

|   |   |
|---|---|
| NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED: | 2 |
|---|---|

|   |   |
|---|---|
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING: | 0 |
|---|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY <b>POSTS</b> ? |
|--|-------------------------|
| POST(S) ALREADY VACANT:                  |                         |
| VOLUNTARY SEVERANCE:                     |                         |
| RETIREMENT:                              |                         |
| REDEPLOYMENT:                            |                         |
| REDUNDANCY:                              |                         |

|  |            |
|--|------------|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | April 2018 |
|--|------------|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  | X   |    |

IF YES, PLEASE DESCRIBE BELOW:

|  |     |    |
|--|-----|----|
| <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |     |    |
| <p>NCS – Shelter cleansing arrangements and general maintenance</p>  |     |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)          | YES | NO |
|  |     | ✓  |
| IF YES, PLEASE DESCRIBE BELOW:   |     |    |
| <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |     |    |
| <br><br><br><br><br><br><br>   |     |    |

**70. RISK(S) AND SENSITIVITIES**

|   |     |    |
|---|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|   |     | ✓  |
| IF YES, PLEASE SPECIFY BELOW:   |     |    |
| <br><br><br><br><br><br><br>  |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?                               |     |    |
| <br><br><br><br><br><br><br>  |     |    |

|  |
|--|
|  |
|--|

**71. CONSULTATION**

|   |
|---|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED: |
| None.   |

**72. OTHER RELEVANT INFORMATION**

|   |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| N/A   |

**HEAD OF SERVICE:** .....**Marcus Lloyd**.....

**DATE OF COMPLETION:** .....**23/11/17**.....



# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|   |  |
|---|--|
| <b>NAME OF NEW OR REVISED PROPOSAL*</b> | Bus shelter and bus station maintenance budget reduction |
| <b>DIRECTORATE</b>                      | Communities  |
| <b>SERVICE AREA</b>                     | Engineering Services                                     |
| <b>CONTACT OFFICER</b>                  | Clive Campbell   |
| <b>DATE FOR NEXT REVIEW OR REVISION</b> | November 2018  |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

# INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the **Equalities Implications in Committee Reports** guidance document (available on the **Equalities and Welsh Language Portal** on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the **Equalities and Welsh Language Objectives and Action Plan 2016-2020**.

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the **Equalities and Welsh Language Portal** and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |  |
|----------|--|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/> <i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Achieve a financial budget saving of £10,000.</p> |
|----------|--|

|          |   |
|----------|---|
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/> <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The public generally.</p> |
|----------|---|

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br/> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>Yes</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>   |

|          |  |
|----------|--|
| <b>4</b> | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>There is no indirect effect on any groups.</p> |
|          | <p><b>Actions required:</b></p> <p>None</p>  |

|   |   |
|---|---|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>None</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

## INFORMATION COLLECTION

|   |   |
|---|---|
| 6 | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>A bi-annual public survey is undertaken to assess customer satisfaction with bus services and infrastructure.</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

## CONSULTATION

|   |   |
|---|---|
| 7 | <p><b>What consultation has taken place?</b></p> <p><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>There has been no consultation with specific user groups as this has not been considered necessary but, the Council's Policy unit has been consulted on previous reports to Scrutiny and Cabinet.</p> <p>Public consultation has been undertaken on all of the Council's 2018/19 MTFP proposals via the September 2017 edition of the Council's Newline paper and household survey delivered to all households within the county borough.</p> <p>Further public consultation will be undertaken in December 2017.</p> |
|---|---|

|  |   |
|--|---|
|  | <p><b>Actions required:</b></p> <p>None</p> |
|--|---|

## MONITORING AND REVIEW

|   |   |
|---|---|
| 8 | <p><b>How will the proposal be monitored?</b><br/> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The bi-annual public satisfaction survey is publically available.</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

|   |  |
|---|--|
| 9 | <p><b>How will the monitoring be evaluated?</b><br/> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Monitor cleansing of shelters and target cleansing to those areas where an increase in complaints is received.</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>  |

|    |   |
|----|---|
| 10 | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p> |
|    | <p><b>Actions required:</b></p> <p>None</p>   |

|    |  |
|----|--|
| 11 | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>N/A</p> |
|----|--|

|           |   |
|-----------|---|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>This form will be appended to the report to Cabinet and Scrutiny and be available for public inspection.</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>  |

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Completed by:</b>            | Clive Campbell                     |
| <b>Date:</b>                    | 27 November 2017                   |
| <b>Position:</b>                | Transportation Engineering Manager |
| <b>Name of Head of Service:</b> | Marcus Lloyd                       |

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                    |
|---------------|--------------------|
| SERVICE AREA: | Highway Operations |
|---------------|--------------------|

**73. GENERAL INFORMATION**

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | <p>A Number of minor savings spread across the Highways Budget valued at £10,000 or less against specific budget lines.</p> <p>Total saving proposal = £110,300</p> |
|------------------|---|

|              |  |
|--------------|--|
| BUDGET AREA: | <ol style="list-style-type: none"> <li>1. Road Closures for special events - £5000 – 100%</li> <li>2. Tree Maintenance - £2500 – 8%</li> <li>3. Fence railing repairs - £500 – 4%</li> <li>4. Out of hours standby - £5000 – 2.5%</li> <li>5. Safety Fencing - £10,000 – 8%</li> <li>6. Structures general maintenance - £10,000 – 4.5%</li> <li>7. General maintenance of retaining walls - £5000 – 6.5%</li> <li>8. Structural emergencies - £2,000 – 6%</li> <li>9. Embankment repairs / stabilisation - £5000 – 6.5%</li> <li>10. Footway surfacing treatments - £10,000 – 4.5%</li> <li>11. Maintenance of Roundabouts - £500 – 10%</li> <li>12. Maintenance of cycleways - £1000 – 20%</li> <li>13. Traffic sign maintenance - £500 – 10%</li> <li>14. Road marking maintenance - £500 – 2.5%</li> </ol> |
|--------------|--|

|  |   |
|--|---|
|  | <p>15. Street name plates - £500 – 10%</p> <p>16. Land drainage CCTV surveys - £500 – 10%</p> <p>17. Severe weather culvert inspection - £10,000 – 5%</p> <p>18. Grids and fencing maintenance - £300 – 6%</p> <p>19. Main line desilting - £500 – 5%</p> <p>20. Highway drainage CCTV - £500 – 10%</p> <p>21. Replacing gullies and pipework - £5000 – 4.5%</p> <p>22. Gully waste charges - £10000 – 16%</p> <p>23. Repair / replacement of culverts - £6000 – 5%</p> <p>24. Tips Maintenance - £10000 – 14%</p> <p>25. Design costs revenue schemes - £5000 – 100%</p> <p>26. Dropped access - £500 5%</p> <p>27. Reduction in road condition surveys - £4,000 – 18%</p> |
|--|---|

|                             |            |
|-----------------------------|------------|
| TOTAL BUDGET FOR THIS AREA: | £1,670,317 |
|-----------------------------|------------|

|               |          |  |
|---------------|----------|--|
| TOTAL SAVING: | £110,300 | Saving as a % of total budget:<br>6.6% |
|---------------|----------|--|

|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:   |
| <p>Some areas removed completely and will require funding from organisations / departments requesting these services</p> <p>Some areas managed through engineering principles and efficiencies</p> <p>Some areas will receive a reduced service or programme of works.</p> |



**74. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.

Public will notice a reduced level of service and increased waiting times for requests.


Public could perceive a deterioration in the environment they live in.

**Also, please identify the mitigating actions that will assist in managing this:**

Good engineering principles and difficult decisions will mitigate some effects but not all effects can be mitigated

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
|---------------|------------------|----------------|
|               | X                |                |

| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES   | NO |
|---|---|----|
|   |   | X  |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-</a> | <br>Equality Impact Assessment Form 201 |    |

[Assessment.aspx](#)

IF NO, PLEASE SPECIFY WHY BELOW?

The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation

## 75. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION:**

Increase in Service requests

Large increase in repair costs (for future treatments)

Increased maintenance costs (Patching / Pothole repairs)

Increased insurance claims

Increase insurance premiums

Damage to reputation of Caerphilly

In the short term (1-3 years) there is likely to be minor impacts; in the medium to long term (3 years +) deterioration will occur which is likely to result in more reactive maintenance being required

**Also, please identify the mitigating actions that will assist in managing this:**

Limited mitigation, future repair costs will be significantly higher and an increase in reactive maintenance costs may result.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF:**

Increase workload dealing with complaints claims and service requests.

|  |
|--|
|  |
|--|

|  |   |
|--|---|
| NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED: | 4 |
|--|---|

|   |    |
|---|----|
| NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED: | 30 |
|---|----|

|   |   |
|---|---|
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING: | 2 |
|---|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY <b>POSTS</b> ?   |
|--|---|
| POST(S) ALREADY VACANT:                  |   |
| VOLUNTARY SEVERANCE:                     |   |
| RETIREMENT:                              |   |
| REDEPLOYMENT:                            | 2 no. NCS staff will need to identify alternate work from other sources |
| REDUNDANCY:                              |   |

|  |            |
|--|------------|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | April 2018 |
|--|------------|

|                                  |     |    |
|----------------------------------|-----|----|
| WILL THE PROPOSED SAVING HAVE AN | YES | NO |
|----------------------------------|-----|----|

|   |   |  |
|---|---|--|
| IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | X |  |
|---|---|--|

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

Engineering Projects Group

Reduced workload for staff managing contractors and designing projects

|   |     |    |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
|   |     | X  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

**76. RISK(S) AND SENSITIVITIES**

|   |     |    |
|---|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)               | YES | NO |
|   | X   |    |
| IF YES, PLEASE SPECIFY BELOW:   |     |    |
| Future repair costs will be significantly higher and an increase in reactive maintenance budget will be required. |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?   |     |    |
| Cannot mitigate all risks   |     |    |

**77. CONSULTATION**

|   |
|---|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED: |
| None  |

**78. OTHER RELEVANT INFORMATION**

|   |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
|   |

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....28/11/2017.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                    |
|---------------|--------------------|
| SERVICE AREA: | Highway operations |
|---------------|--------------------|

**79. GENERAL INFORMATION**

|                  |  |
|------------------|--|
| SAVING PROPOSAL: | Reduce the Budget for Carriageway resurfacing treatments |
|------------------|--|

|              |                              |
|--------------|------------------------------|
| BUDGET AREA: | Carriageway Surface dressing |
|--------------|------------------------------|

|                             |            |
|-----------------------------|------------|
| TOTAL BUDGET FOR THIS AREA: | £1,308,000 |
|-----------------------------|------------|

|               |          |                                       |
|---------------|----------|---------------------------------------|
| TOTAL SAVING: | £310,000 | Saving as a % of total budget:<br>24% |
|---------------|----------|---------------------------------------|

|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:                 |
| Reduce the programme of surface and preservation treatments to our carriageways. |

**80. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.

A noticeable reduction in annual resurfacing schemes being done

Increased waiting times for roads to be resurfaced

A deterioration in road condition

An increase in potholes

An increase in claims

In the short term (1-3 years) there is unlikely to be a significant change in the road condition data

In the medium to long term (3 years +) road condition will start to deteriorate, there will be an increase in potholes and possible claims, which will increase the required reactive maintenance work and costs

**Also, please identify the mitigating actions that will assist in managing this:**


Try and identify possibilities for additional capital/grant funding opportunities

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
|---------------|------------------|----------------|
|               | X                |                |

| IS AN EQUALITY IMPACT ASSESSMENT<br>REQUIRED TO BE COMPLETED FOR THIS<br>SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
|   |     | X  |



|  |   |
|--|---|
| <p>IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:</p> <p><a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a></p> |  <p>Equality Impact Assessment Form 201</p> |
| <p>IF NO, PLEASE SPECIFY WHY BELOW?</p>  |   |
| <p>The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation</p>  |   |

**81. ORGANISATIONAL IMPACT ANALYSIS**

|   |
|---|
| <p>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b></p>   |
| <p>Increase in Service requests</p> <p>Large increase in repair costs (for future treatments)</p> <p>Increased maintenance costs (Patching / Pothole repairs)</p> <p>Increased insurance claims</p> <p>Increase insurance premiums</p> <p>Damage to reputation of Caerphilly</p> <p>More staff time required to deal with increased volumes of service requests, insurance claims and inspections.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Limited mitigation available, future repair costs will be significantly higher and an increase in reactive maintenance budget will be required.</p> |

There will also be increased levels of staff resources required to deal with outcomes of reduced maintenance.

Alternate innovative repair techniques to be considered where possible.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF**:

Increase workload dealing with complaints claims and service requests.

NUMBER OF **FULL-TIME EQUIVALENT (FTE)** STAFF IN BUDGET AREA AFFECTED:

0.25

NUMBER OF **POSTS** IN BUDGET AREA AFFECTED:

3

NUMBER OF **POSTS** AFFECTED BY THE PROPOSED SAVING:

None

PLEASE SPECIFY HOW THIS WILL BE MANAGED:

HOW MANY **POSTS**?

POST(S) ALREADY VACANT:

VOLUNTARY SEVERANCE:

RETIREMENT:

REDEPLOYMENT:

REDUNDANCY:

|   |            |    |
|---|------------|----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:  | April 2018 |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)                                      | YES        | NO |
|   | X          |    |
| IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |            |    |
| Engineering Projects Group<br><br>Reduced workload for staff managing contractors   |            |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)   | YES        | NO |
|   |            | X  |
| IF YES, PLEASE DESCRIBE BELOW: <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |            |    |
| <br><br><br><br>  |            |    |

## 82. RISK(S) AND SENSITIVITIES

|  |     |    |
|--|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)              | YES | NO |
|  | X   |    |
| IF YES, PLEASE SPECIFY BELOW:  |     |    |
| <br><br><br>Future repair costs will be significantly higher and an increase in reactive maintenance budget will |     |    |

be required.

More staff time required to deal with complaints.

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

Try and undertake more innovative cost effective repairs in the short term.

Difficult to mitigate the medium / long term impacts.

**83. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**84. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....28/11/17.....

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                    |
|---------------|--------------------|
| SERVICE AREA: | Highway Operations |
|---------------|--------------------|

**85. GENERAL INFORMATION**

|                  |  |
|------------------|--|
| SAVING PROPOSAL: | Reduce the frequency and numbers of Gullies cleansed within Caerphilly |
|------------------|--|

|              |                           |
|--------------|---------------------------|
| BUDGET AREA: | Scheduled Gully Cleansing |
|--------------|---------------------------|

|                             |          |
|-----------------------------|----------|
| TOTAL BUDGET FOR THIS AREA: | £257,000 |
|-----------------------------|----------|

|               |          |                                       |
|---------------|----------|---------------------------------------|
| TOTAL SAVING: | £107,000 | Saving as a % of total budget:<br>42% |
|---------------|----------|---------------------------------------|

|  |  |
|--|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:   |  |
| Cyclic Gully scheduling will be reduced resulting in the loss of one of three Gully machines currently operated by Caerphilly. |  |

**86. PUBLIC IMPACT ANALYSIS**

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.

Gullies not cleansed as frequently

Gullies not working as planned

Increased service costs through lack of maintenance

Increased Service Requests

Increased Insurance Claims

Cleansing could be targeted at high risk areas and known historical problem locations. Cleansing frequencies would be altered accordingly. This will be manageable in the short term.

In the medium to long term (3 years +) blockages and drainage issues could increase resulting in more reactive work and costs.

**Also, please identify the mitigating actions that will assist in managing this:**

Gully schedule to be reviewed taking on a targeted approach to cleanse known problem areas and have amended cleansing frequencies.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
|---------------|------------------|----------------|
|               | X                |                |

| IS AN EQUALITY IMPACT ASSESSMENT<br>REQUIRED TO BE COMPLETED FOR THIS<br>SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
|   |     |    |
| IF YES, PLEASE COMPLETE THE EQUALITY  |     |    |

IMPACT ASSESSMENT FORM:



Equality Impact  
Assessment Form 201

<http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx>

IF NO, PLEASE SPECIFY WHY BELOW?

The change in service delivery affects all residents and visitors to Caerphilly equally and does not directly impact on a particular group or organisation

## 87. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION:**

Increased service requests

Increase repair costs

Increased insurance claims, resulting in increased Insurance premiums

The authority will have little resilience in its ability to react to severe weather conditions, the reduction in fleet will leave the service exposed during breakdown or servicing of fleet (Leaves only one vehicle on the road covering the whole Authority)

**Also, please identify the mitigating actions that will assist in managing this:**

Gully schedule to be reviewed taking on a targeted approach to cleanse known problem areas

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL **IMPACT UPON MEMBERS OF STAFF:**

Increase workload dealing with complaints and service requests which in turn will reduce

the time allowed on planned cleansing which then continually adds to the problem as we are reacting to SR's and not attending to the schedule.

NUMBER OF **FULL-TIME EQUIVALENT (FTE)** STAFF IN BUDGET AREA AFFECTED:

2FTE

NUMBER OF **POSTS** IN BUDGET AREA AFFECTED:

6

NUMBER OF **POSTS** AFFECTED BY THE PROPOSED SAVING:

None – Redeployed within NCS

PLEASE SPECIFY HOW THIS WILL BE MANAGED:

HOW MANY **POSTS**?

POST(S) ALREADY VACANT:

VOLUNTARY SEVERANCE:

RETIREMENT:

REDEPLOYMENT:

REDUNDANCY:

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED:

April 2018



|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)   | YES | NO |
|  | X   |    |
| <p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |     |    |
| <p>Flooding could increase calls to contact centre and generate unnecessary workload on staff attending calls.</p>   |     |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)  | YES | NO |
|  | X   |    |
| <p>IF YES, PLEASE DESCRIBE BELOW:</p> <ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |     |    |
| <p>Flooding to Carriageway could potentially affect anyone</p>   |     |    |

**88. RISK(S) AND SENSITIVITIES**

|   |     |    |
|---|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)   | YES | NO |
|   | X   |    |
| <p>IF YES, PLEASE SPECIFY BELOW:</p>  |     |    |
| <p>Increased risk of flooding to carriageways and properties plus increased maintenance liabilities through lack of scheduled maintenance</p> |     |    |

PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?

Gully schedule to be reviewed taking on a targeted approach to cleanse known problem areas

**89. CONSULTATION**

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

None

**90. OTHER RELEVANT INFORMATION**

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:** .....

**DATE OF COMPLETION:** .....27/11/2017.....

**REGENERATION & PLANNING DIVISION – 2018/19 DRAFT SAVINGS PROPOSAL**

**1). Nil Public Impact Savings**

The Division has proposed savings totalling £288,000 which have been deemed to have “zero” impact on the public.

**2). Low Public Impact Savings**

The Division has proposed four savings which have been deemed to have a “low” impact on the public. These include:-

**(i) Business Support and Funding – Reduction in Community Regeneration Grant by £137,000**

The Community Regeneration Fund (CRF) enables grassroots community and voluntary groups to secure funding to take forward initiatives they have developed for the benefit and sustainability of local communities. In recent years CRF revenue funding has assisted in delivery of a wide range of local projects that support social enterprises, well-being, mental health, churches and art, cultural, heritage and youth organisations.

There is an acceptance that the proposed reduction in the CRF revenue budget allocation will impact on community and voluntary sector organisations. As the level of CRF funding reduces it is expected that either fewer projects will be able to be supported and/or the current maximum revenue funding award of up to 80% (£30,000 maximum) would reduce in order to support more projects.

The reduction in CRF revenue funding is anticipated to result in applicants having to examine the availability of alternate funding sources before applying for CRF and potentially increase their project “match funding” contribution.

The CRF revenue budget has a history of regularly underspending, ranging between £71K and £112K during the past five years. Previously the CRF underspend was used to match fund the South East Wales Community Economic Development (SEWCED) Fund which supported social enterprises. Since the SEWCED programme ended the CRF revenue budget has continued to underspend. During 2016-17, £120,035.94 of CRF revenue funding was awarded resulting in an underspend of £108,000.

When taking account of the frequent underspend of the CRF revenue budget, the impact of the proposed 2018/19 budget reduction of £137,000 is potentially not as significant as it would initially appear in that the CRF revenue budget available for 2018-19 would only be £25,000 lower than the £120,035 allocated in 2016-17.

CRF project delivery is also supported via a capital budget allocation. The indicative capital budget allocation for 2018-19 is £100,000 and should the need arise in year the option exists to vire portions of the allocated funding between capital and revenue budgets to reflect the nature of the project for which CRF support is sought.

Details of this savings proposal have also been included in a report to the Voluntary Sector Liaison Committee for their meeting on the 6th December 2017.

**(ii) Business Support and Funding – Reduction in Business Grants Budget by £12,000**

The Business Development Grants (BDG) support established small and medium enterprises and business start-ups. The focus of the Council grant funding is on creating or safeguarding jobs in the manufacturing or the service to manufacturing sector.

Investment costs that are eligible for BDG is limited to capital equipment, IT equipment, tools, machinery, software, websites, marketing and ancillary items. The BDG is limited to 50% of eligible costs up to a maximum of £2,000.

In 2016/17 BDG funding totalling £57,340 was awarded to support 40 local businesses and the creation of 64 jobs. Whilst it is to be anticipated that the proposed budget reduction will reduce the number of projects that are able to be supported the impact on the support for the number of jobs created will only become apparent in 2018/19 as each project's scope is unique in relation to jobs created as a consequence of the maximum BDG award being limited to £2,000 regardless of the overall value of the individual project.

The budget saving proposal will not impact on the Business Support & Funding Team's primary purpose of providing an advice and guidance service to the wider local business community. Consequently the vast majority of local businesses will be unaffected by the proposal as only a very small percentage of businesses bring forward applications seeking BDG.

**(iii) Destinations and Events – Review of Events at Llancaiach Fawr saving £10,000**

The proposed budget saving will be achieved through a combination of:-

- (i) Moving away from the Council organising major events to delivery model where key events are hosted in partnership with external organisations. By hosting of events such as the Classic Car Show and Bedwellty Show the venue will continue to deliver a varied events programme at greater value for money.

- (ii) Undertaking events in a more effective way to reduce the associated staff costs, curtailing the scale and associated costs of certain events and ending an event that is not financially viable.

It is anticipated that these changes will allow Llancaiach Fawr to continue to provide a varied programme of activities and events that encourage new and repeat visitors whilst focusing on the venue's core business. In addition staff will build upon the recent successful partnerships with independent event organisers to increase their awareness of Llancaiach Fawr Manor as an event venue that is available to host events.

The proposal to move the "Barking Mad' Dog Show" to the Saturday of August Bank Holiday rather than on August Bank Holiday Monday will result in savings in staffing costs. This change of day is not expected to have a significant impact on the Dog Show which has an established following and was previously held for many years on a Saturday in late August.

Llancaiach Fawr's participation in CADW's free access "Open Doors" will continue but change to be delivered through a scheme that requires participants to pre-register for tours within normal opening hours at certain periods of the year. This will allow visitors with free pre-booked Open Doors access to be accommodated alongside other fee paying visitors to protect income streams.

Proposed reduction in expenditure and curtailment of the 'Kings Day' event where visitor numbers have been declining for many years despite several efforts to boost the event content.

End the "Soft Play Days" which are not as well attended as the programme of children's activity days organised throughout the year. The reduction in specific soft play days for very young children will have minimal impact as there are alternative venues in the County Borough providing similar activities and this change will be further mitigated by making increased provision for very young children within the Children's Activity days.

End the model show event a "World in Miniature" where the associated costs outweigh income generated.

**(iv) Urban Renewal – Reduction in Publicity and Promotion Budget by £7,000**

The proposed saving to reduce the Town Centre Management marketing and promotional budget by £7,000 will be implemented equally across all five of the County Borough's managed town centres.

The proposed combination of savings will be achieved by:-

- (i) Reducing the frequency of replacement of town centre promotional

banner from three times a year to twice a year to generate savings in banner design and installation costs.

- (ii) Refocussing marketing and promotional activity associated with the “Choose the High Street” brand with the residual budget being more focussed on the lead up to the vital Christmas period.

As the proposed savings do not impact on the staff resource within the Town Centre Management team and the two officers will continue to be available to undertake their duties that provide support to the retail and business communities within the five main town centres which is supplemented through regular visits to the towns and engaging in face to face contact.

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |                    |
|--------------|--------------------|
| DIRECTORATE: | <b>Communities</b> |
|--------------|--------------------|

|               |                                  |
|---------------|----------------------------------|
| SERVICE AREA: | <b>Regeneration and Planning</b> |
|---------------|----------------------------------|

**1. GENERAL INFORMATION**

|                  |  |
|------------------|--|
| SAVING PROPOSAL: | Business Support & Funding – Reduction in Community Regeneration Fund. |
|------------------|--|

|              |                                       |
|--------------|---------------------------------------|
| BUDGET AREA: | <b>Business Support &amp; Funding</b> |
|--------------|---------------------------------------|

|                             |  |
|-----------------------------|--|
| TOTAL BUDGET FOR THIS AREA: | Community Regeneration Fund revenue grants – 2528, Q201 - £232,409 (2017-18); £228,749 (2016-17) |
|-----------------------------|--|

|               |           |                                      |
|---------------|-----------|--------------------------------------|
| TOTAL SAVING: | £ 137,000 | Saving as a % of total budget: 58.9% |
|---------------|-----------|--------------------------------------|

|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:   |
| The revenue budget available for Community Regeneration Fund (CRF) Grants will be reduced by 58.9%, based on the amount available in 2017-18. During 2016-17, a total of £120,035.94 was awarded to 10 local projects in local communities, with an underspend of £108,000 against the total revenue budget for the year. The intended reduction of £137,000 down to £95,000 will reduce the potential outcome to 8 or 9 local projects supported. |

**2. PUBLIC IMPACT ANALYSIS**

|   |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>  |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.   |
| The purpose of the Community Regeneration Fund is to foster and enhance viable and sustainable communities within Caerphilly county borough. The Fund enables community and voluntary sector organisations in the county borough to bid for funding to take forward initiatives they have developed for the benefit of the local community or service users.                                    |
| A revenue reduction of nearly 60% will have an impact on the communities in Caerphilly County Borough. As opportunities to source funding for local projects are reduced, fewer initiatives for the benefit of the local community or service users will be supported. This will put more pressure on remaining assets and may actually prevent some residents from receiving services they may |



have valued in their community. Community assets and resources are frequently used the most by residents in need of higher levels of support, so the impact of this reduction in budget may be disproportionately felt by those with higher levels of deprivation.

That said, it should be noted that the Community Regeneration Fund revenue budget has a history of regular underspend, ranging between £71K and £112K during the past five years. Up until 2015, when the programme ended, the underspend was used to match fund the South East Wales Community Economic Development (SEWCED) Fund, a regional source of funding to support social enterprises.


Considering the historic underspend, the actual impact of this reduction will not be as significant as it would appear in that the budget for 2018-19 will only be £25,000 lower than the £120K allocated in 2016-17.

**Also, please identify the mitigating actions that will assist in managing this:**

There is also a capital allocation for the Community Regeneration Fund, with an indicative allocation of £100,000 for each year in 2017-18 and 2018-19. This amount is significantly reduced from previous years (£170,000 in 2016-17). In 2017-18, a proportion of the residual revenue budget will be used to enhance the capital budget.

Since its inception, the Community Regeneration Fund grants have been part of a funding package that the Third Sector Officers utilise to secure other sources of funding. Therefore, CCBC officers working with local communities need to continue their efforts to identify alternative sources of funding for local projects (including the use of the Grantfinder search engine).

| TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): |               |             |
|---|---------------|-------------|
| LOW IMPACT  | MEDIUM IMPACT | HIGH IMPACT |
| ✓   |               |             |

| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES  | NO |
|---|--|----|
|   | ✓  |    |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?  |  |    |
|   |  |    |

### 3. ORGANISATIONAL IMPACT ANALYSIS

|   |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION:</b>  |
| <p>There will potentially be some negative feedback to the Council as a whole from local communities and third sector organisations as the amount of support available is reduced. The reduction in the revenue budget is being implemented only one year after the capital budget was reduced from £170,000 down to £100,000.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>Officers across the Council need to continue their efforts to provide support in local communities, including those in Housing, Social Services and Community Regeneration.</p> <p>This savings proposal should be considered in light of the ongoing Voluntary Sector Compact Agreement.</p> |

|  |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF:</b>  |
| <p>There may be some negative feedback towards staff working in the communities when they meet with local residents. There may also be a longer term impact as local assets, such as community centres, are used by officers to provide local support.</p> |

|  |   |
|--|---|
| NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED: | 3 |
|--|---|

|   |   |
|---|---|
| NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED: | 3 |
|---|---|

|   |      |
|---|------|
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING: | none |
|---|------|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY <b>POSTS</b> ? |
|--|-------------------------|
| POST(S) ALREADY VACANT:                  | N/A                     |
| VOLUNTARY SEVERANCE:                     | N/A                     |
| RETIREMENT:                              | N/A                     |
| REDEPLOYMENT:                            | N/A                     |
| REDUNDANCY:                              | N/A                     |

|  |     |
|--|-----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | N/A |
|--|-----|

|   |     |    |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK)  | YES | NO |
|   | ✓   |    |
| IF YES, PLEASE DESCRIBE BELOW:<br><ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>  |     |    |
| The CRF grant process involves Finance and Policy Unit staff time, which would be proportionally reduced. Staff working in communities may be affected by a reduction in funding for local facilities, assets and services as a result of the reduction in revenue funding to provide them. Their workload may increase as they become involved in searches for alternative sources of support.   |     |    |
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK)   | YES | NO |
|   | ✓   |    |
| IF YES, PLEASE DESCRIBE BELOW:<br><ul style="list-style-type: none"> <li>• THE AREA(S) AFFECTED; AND</li> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul>  |     |    |
| Other partners are frequently involved in the delivery of local projects, notably GAVO and other voluntary sector organisations. These organisations and groups are inherently vulnerable to reductions in funding and may not all survive unless alternative sources are identified. There may also be a longer term impact as local assets, such as community centres, are used by CCBC officers and partners to provide local support. |     |    |

#### 4. RISK(S) AND SENSITIVITIES

|  |     |    |
|--|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)  | YES | NO |
|  | ✓   |    |
| IF YES, PLEASE SPECIFY BELOW:  |     |    |
| This proposal should be considered by the Voluntary Sector Liaison Committee when it next meets on 6 <sup>th</sup> December 2017.  |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?  |     |    |
| The Council needs to explain to partners the rationale for the reduction in budget in the context of maintaining important services and staffing to work with local communities, whilst achieving significant savings. |     |    |

## 5. CONSULTATION

PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:

No consultations undertaken, but this will be considered by the Voluntary Sector Liaison Committee as mentioned above.

## 6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

**HEAD OF SERVICE:**



**D Whetter (Interim Head of Regeneration)**

**DATE OF COMPLETION: 29th November 2017**

# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|  |   |
|--|---|
| <b>NAME OF NEW OR REVISED PROPOSAL *</b> | MTFP Savings Proposal – Reduction in Community Regeneration Fund.   |
| <b>DIRECTORATE</b>                       | Communities   |
| <b>SERVICE AREA</b>                      | Regeneration & Planning – Business Support & Funding Team   |
| <b>CONTACT OFFICER</b>                   | Antony Bolter<br>Business Support & Funding Manager<br><a href="mailto:boltea@caerphilly.gov.uk">boltea@caerphilly.gov.uk</a><br>01443 866251 |
| <b>DATE FOR NEXT REVIEW OR REVISION</b>  | N/A   |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

## INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |   |
|----------|---|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/><i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The purpose of the Community Regeneration Fund is to foster and enhance viable and sustainable communities within Caerphilly county borough. The Fund enables community and voluntary sector organisations in the county borough to bid for funding to take forward initiatives they have developed for the benefit of the local community or service users. Community Regeneration Fund grants have been part of a funding package that the Third Sector Officers utilise to secure other sources of funding.</p> <p>This savings proposal has been included in a report to the Voluntary Sector Liaison Committee for consideration at the 6<sup>th</sup> December 2017 meeting. The revenue budget is currently £232,409 (2017-18). The proposed £137K reduction would leave a remaining budget for 2018-19 of £95K. This is considered to be low public impact as it represents only a £20K budget reduction when compared to the actual spend in 2016-17.</p> <p>There is also a capital allocation for the Community Regeneration Fund, with an indicative allocation of £100,000 for each year in 2017-18 and 2018-19. This amount is significantly reduced from previous years (£170,000 in 2016-17). In 2017-18, a proportion of the residual revenue budget will be used to enhance the capital budget.</p>   |
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/><i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The Fund is used by voluntary and community groups to deliver community based projects in the county borough that have a social, economic, environmental and/or cultural impact on the area or community concerned. Projects must have one of more of the following aims:</p> <ul style="list-style-type: none"><li>• they will enhance employment prospects and skills of local people, particularly the young and those at a disadvantage, and promote equality of opportunity</li><li>• they will protect and improve the local environment and infrastructure, and bring land and buildings into effective use</li><li>• they will enhance the quality of life of people through social, cultural and recreational opportunities</li><li>• they will promote and encourage local people to secure a sustainable future for local communities and/or encourage regeneration.</li></ul> <p>During the past five years, the fund has supported organisations such as:</p> <ul style="list-style-type: none"><li>• Allotments associations</li><li>• Churches and religious groups</li><li>• Rugby clubs</li><li>• Community centres and partnerships</li><li>• A wide range of local third sector organisations.</li></ul> <p>Some of these projects have been aimed at specific sections of the public. However, it is not possible to list the sections of the public that are likely to be affected by the proposed budget reduction.</p> <p>In 2016-17, £120K was allocated to 10 applicants via four funding rounds during the year,</p> |

|  |  |
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|  | giving an average award of £12K. The intended revenue budget reduction would reduce the potential outcomes to 8 or 9 local projects supported. |
|--|--|

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b></p> <p><i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The reduced revenue budget will be delivered using the same procedures and under the same criteria as is currently the case. All applications will be considered by the same funding panel.</p> |
|          | <p><b>Actions required:</b></p> <p>Ensure that all applications are fairly assessed and in line with the fund criteria.</p>   |

|          |  |
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| <b>4</b> | <p><b>What are the consequences of the above for specific groups?</b></p> <p><i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>In 2016-17, £120K was allocated to 10 applicants via four funding rounds during the year, giving an average award of £12K. The intended revenue budget reduction would reduce the potential outcomes to 8 or 9 local projects supported.</p> |
|          | <p><b>Actions required:</b></p> <p>N/A</p>   |



|   |   |
|---|---|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>All information made available to the public is in line with the requirements of the Welsh Language Standards and is produced bi-lingually. All fund application forms and processes are available bi-lingually.</p> |
|   | <p><b>Actions required:</b></p> <p>N/A</p>  |

## INFORMATION COLLECTION

|   |   |
|---|---|
| 6 | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Each application has particular aims and particular target groups. Therefore, it is not possible to accurately state whether particular groups are likely to be adversely or advantageously affected by this proposal.</p> |
|   | <p><b>Actions required:</b></p> <p>Ensure that service areas, partners and local organisations are aware of the proposal.</p>   |

## CONSULTATION

|   |  |
|---|--|
| 7 | <p><b>What consultation has taken place?</b></p> <p><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The Consultation and Monitoring Guidance has been referred to. This proposal will be considered by the Voluntary Sector Liaison Committee on 6<sup>th</sup> December 2017.</p> |
|   | <p><b>Actions required:</b></p> <p>Contact known local organisations to ensure that they are aware of the proposal.</p>  |

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|  | Consider the views of Voluntary Sector Liaison Committee members following the meeting on 6 <sup>th</sup> December. |
|--|---|

## MONITORING AND REVIEW

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|-----------|---|
| <b>8</b>  | <p><b>How will the proposal be monitored?</b><br/> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Monitor applicants for the fund and ensure that all eligible groups, organisations and communities are encouraged to apply.</p> |
|           | <p><b>Actions required:</b></p> <p>N/A</p>  |
| <b>9</b>  | <p><b>How will the monitoring be evaluated?</b><br/> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Ensure that projects delivered have a positive effect on all sections of the community and that no one community sector is advantageously supported.</p>  |
|           | <p><b>Actions required:</b></p> <p>N/A</p>  |
| <b>10</b> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Need to encourage collaborative working and encourage all to work to sustainable development principles (I-CLIP – Involvement, Collaboration, Long Term, Integration, Prevention).</p>   |
|           | <p><b>Actions required:</b></p> <p>Encourage all partners to embed I-CLIP into the way they work.</p>   |

|           |   |
|-----------|---|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>Ensure that all partners and local organisations are aware of the Community Regeneration Fund and are encouraged to submit applications.</p> |
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|           |  |
|-----------|--|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The assessment will underpin delivery of the Community Regeneration Fund to ensure that all communities, groups and organisations are given the same opportunity to access the funding.</p> |
|-----------|--|

|  |  |
|--|--|
|  | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul> |
|--|--|

|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Completed by:</b>            | Antony Bolter                      |
| <b>Date:</b>                    | 27 <sup>th</sup> November 2017     |
| <b>Position:</b>                | Business Support & Funding Manager |
| <b>Name of Head of Service:</b> | David Whetter                      |

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |                    |
|--------------|--------------------|
| DIRECTORATE: | <b>Communities</b> |
|--------------|--------------------|

|               |                                  |
|---------------|----------------------------------|
| SERVICE AREA: | <b>Regeneration and Planning</b> |
|---------------|----------------------------------|

**1. GENERAL INFORMATION**

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | Business Support & Funding – Reduction in Business Grants Budget. |
|------------------|---|

|              |                                       |
|--------------|---------------------------------------|
| BUDGET AREA: | <b>Business Support &amp; Funding</b> |
|--------------|---------------------------------------|

|                             |  |
|-----------------------------|--|
| TOTAL BUDGET FOR THIS AREA: | Business Grants – 2504, Q410 - £62,011 (2017-18); £61,034 (2016-17). |
|-----------------------------|--|

|               |          |                                      |
|---------------|----------|--------------------------------------|
| TOTAL SAVING: | £ 12,000 | Saving as a % of total budget: 19.4% |
|---------------|----------|--------------------------------------|

|   |
|---|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:  |
| During 2016-17, a total of £57,000 was expended on grants awarded to 40 local businesses and supported the creation of 64 jobs. A 19.4% reduction will reduce the potential outcomes to 32 businesses awarded a grant and an estimated job creation of 52 jobs. |

**2. PUBLIC IMPACT ANALYSIS**

|   |
|---|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>  |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.   |
| <p>A reduction of nearly 20% will have an impact on the county borough business community. However, it should be noted that the Business Support &amp; Funding Team provides a holistic advice and guidance service to the business community and only a small percentage of those businesses supported request and receive a grant. Therefore, it is likely that most businesses will not be affected by the reduction in the budget.</p> <p>During the past few years, there has been a significant reduction in grants available to businesses across Wales and this reduction in budget may well be seen as a natural progression. However, there remains a role to support those businesses seeking to grow, which in turn provides improved employment opportunities for local people.</p> <p>Perhaps of more importance is the need to continue to provide a grant for new business start ups.</p> |


From the reduced budget, £5,000 may be utilised to enhance the £5,000 Business Start Up Grant budget. At the moment, this is mostly funded by a £5,000 grant from UK Steel Enterprise and in 2016-17, the Team supported 15 start ups with a grant of up to £500. Support from UK Steel Enterprise has not yet been confirmed for 2018-19, but a meeting to discuss this will be held in January.

**Also, please identify the mitigating actions that will assist in managing this:**

The Business Support & Funding Team must mitigate the reduction in grant awards by increasing the provision of a meaningful business support, advice and guidance service for local businesses, new start ups and inward investing companies. This includes timely and appropriate referrals to relevant internal and external partners (including Welsh Government) at a local, regional and national level.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW IMPACT | MEDIUM IMPACT | HIGH IMPACT |
|------------|---------------|-------------|
| ✓          |               |             |

| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES  | NO |
|---|--|----|
|   | ✓  |    |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptoken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |    |
| IF NO, PLEASE SPECIFY WHY BELOW?  |  |    |
|   |  |    |

### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:

There will potentially be some negative feedback to the Council as a whole from the business community as they realise that the amount available for business grants is being reduced by circa 20%.

**Also, please identify the mitigating actions that will assist in managing this:**

Officers in the Business Support & Funding Team will continue to publicise the availability of CCBC grants and other sources of business finance (including Welsh Government). Officers will also

continue to meet with as many local businesses as possible, providing a high quality business support, advice and guidance service that links to partner organisations and internal colleagues as and when required.

**PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:**

There will be some negative feedback towards staff in the Team, but this should be minimised as they maintain a focus on other aspects of business support.

|  |   |
|--|---|
| NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED: | 3 |
|--|---|

|   |   |
|---|---|
| NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED: | 3 |
|---|---|

|   |      |
|---|------|
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING: | none |
|---|------|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|--|-----------------|
| POST(S) ALREADY VACANT:                  | N/A             |
| VOLUNTARY SEVERANCE:                     | N/A             |
| RETIREMENT:                              | N/A             |
| REDEPLOYMENT:                            | N/A             |
| REDUNDANCY:                              | N/A             |

|  |     |
|--|-----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | N/A |
|--|-----|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  |     | ✓  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

N/A

|   |     |    |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
|   |     | ✓  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

N/A

#### 4. RISK(S) AND SENSITIVITIES

|  |     |    |
|--|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL?<br>(PLEASE TICK) | YES | NO |
|  | ✓   |    |
| IF YES, PLEASE SPECIFY BELOW:  |     |    |
| Less grants awarded will potentially reduce the number of jobs created.                                |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?                                  |     |    |
| Officers will focus on providing business support to as many local businesses as possible.             |     |    |

#### 5. CONSULTATION

|   |
|---|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:   |
| None. The last consultation on the provision of grant support to local businesses was in 2015 at the end of the Local Investment Fund, an EU funded programme of circa £200,000 per annum grant support to Caerphilly CB based businesses as part of a regional programme. The report was highly supportive of the value and need to provide business grants. |

#### 6. OTHER RELEVANT INFORMATION

|   |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
|   |

HEAD OF SERVICE:



D Whetter (Interim Head of Regeneration)

DATE OF COMPLETION: 29th November 2017

# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

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|  |   |
|--|---|
| <b>NAME OF NEW OR REVISED PROPOSAL *</b> | MTFP Savings Proposal – Reduction in Business Grants Budget.  |
| <b>DIRECTORATE</b>                       | Communities   |
| <b>SERVICE AREA</b>                      | Regeneration & Planning – Business Support & Funding Team   |
| <b>CONTACT OFFICER</b>                   | Antony Bolter<br>Business Support & Funding Manager<br><a href="mailto:boltea@caerphilly.gov.uk">boltea@caerphilly.gov.uk</a><br>01443 866251 |
| <b>DATE FOR NEXT REVIEW OR REVISION</b>  | N/A   |

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It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

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Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |   |
|----------|---|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/><i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The purpose of the Business Development Grant is to support the economic growth of businesses in the county borough. This may include the creation of new jobs and often results in significant increased private sector investment.</p> <p>The revenue budget is currently £62,011 (2017-18). The proposed £12K reduction would leave a remaining budget for 2018-19 of £50,011. This is considered to be low public impact.</p> |
|----------|---|

|          |  |
|----------|--|
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/><i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The Grant is used by local private sector businesses to support their growth and development, in many cases leading to new jobs. Eligible costs include:</p> <ul style="list-style-type: none"><li>• Capital equipment</li><li>• Websites and e-commerce</li><li>• Marketing</li><li>• Feasibility studies</li><li>• Business planning.</li></ul> <p>During 2016-17, a total of £57,000 was expended on grants awarded to 40 local businesses and supported the creation of 64 jobs. A 19.4% reduction will reduce the potential outcomes to 32 businesses awarded a grant and an estimated job creation of 52 jobs. However, it should be noted that the Business Support &amp; Funding Team provides a holistic advice and guidance service to the business community and only a small percentage of those businesses supported request and receive a grant. Therefore, it is likely that most businesses will not be affected by the reduction in the budget.</p> <p>It is important to continue to provide a grant for new business start ups. From the reduced Business Development Grant budget, £5,000 may be utilised to enhance the £5,000 Business Start Up Grant budget. At the moment, this is mostly funded by a £5,000 grant from UK Steel Enterprise and in 2016-17, the Team supported 15 start ups with a grant of up to £500. Support from UK Steel Enterprise has not yet been confirmed for 2018-19, but a meeting to discuss this will be held in January.</p> |
|----------|--|

## IMPACT ON THE PUBLIC AND STAFF

|          |   |
|----------|---|
| <b>3</b> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br/><i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> |
|----------|---|

|  |   |
|--|---|
|  | The reduced revenue budget will be delivered using the same procedures and under the same criteria as is currently the case.  |
|  | <p><b>Actions required:</b></p> <p>Ensure that all applications are fairly assessed and in line with the fund criteria. The Business Support &amp; Funding Team must mitigate the reduction in grant awards by increasing the provision of a meaningful business support, advice and guidance service for local businesses, new start ups and inward investing companies. This includes timely and appropriate referrals to relevant internal and external partners (including Welsh Government) at a local, regional and national level.</p> |

|          |   |
|----------|---|
| <b>4</b> | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>Officers have previously noted that relatively few applications are received from businesses in the Upper Rhymney Valley. Therefore, marketing and events are targeted each year to ensure that marketing is focused on businesses in that area.</p>  |
|          | <p><b>Actions required:</b></p> <p>Continue to hold periodic events and issue marketing materials aimed at businesses in the Upper Rhymney Valley.</p>  |
| <b>5</b> | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b><br/> <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>All information made available to the public is in line with the requirements of the Welsh Language Standards and is produced bi-lingually. All fund application forms and processes are available bi-lingually.</p> |
|          | <p><b>Actions required:</b></p> <p>N/A</p>  |

## INFORMATION COLLECTION

|          |  |
|----------|--|
| <b>6</b> | <p><b>Is full information and analysis of users of the service available?</b><br/> <i>(Is this service effectively engaging with all its potential users or is there higher or</i></p> |
|----------|--|

|  |  |
|--|--|
|  | <p><i>lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Eligible businesses must be SMEs in either a manufacturing or service to manufacturing sector or a minimum of 60% business to business service (i.e., customers must be other businesses not the general public.</p> |
|  | <p><b>Actions required:</b></p> <p>Ensure that service areas, partners and local businesses are aware of the Business Development Grant.</p>   |

## CONSULTATION

|                 |   |
|-----------------|---|
| <p><b>7</b></p> | <p><b>What consultation has taken place?</b><br/> <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>The Consultation and Monitoring Guidance has been referred to, but no consultation has been carried out to date, as the Business Development Grant will continue to be available.</p> |
|                 | <p><b>Actions required:</b></p> <p>Contact Caerphilly Business Forum as a representative group of local businesses to ensure that they are aware of the proposal.</p>   |

## MONITORING AND REVIEW

|                 |  |
|-----------------|--|
| <p><b>8</b></p> | <p><b>How will the proposal be monitored?</b><br/> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Monitor applicants for the fund and ensure that all eligible businesses are encouraged to apply in all parts of the county borough. Monitor economic outputs through regular visits to grant recipients.</p> |
|                 | <p><b>Actions required:</b></p> <p>N/A</p>   |
| <p><b>9</b></p> | <p><b>How will the monitoring be evaluated?</b></p>  |

|  |  |
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|  | <p><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Ensure that projects delivered have a beneficial impact on the economy, including the creation of jobs for local people. Review geographic spread of grant recipients to ensure that all eligible businesses are able to access the funding.</p> |
|  | <p><b>Actions required:</b></p> <p>N/A</p>   |

|           |   |
|-----------|---|
| <b>10</b> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Need to encourage collaborative working and encourage all to work to sustainable development principles (I-CLIP – Involvement, Collaboration, Long Term, Integration, Prevention).</p> |
|           | <p><b>Actions required:</b></p> <p>Encourage all partners to embed I-CLIP into the way they work.</p>   |

|           |  |
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| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>Ensure that all partners and local organisations are aware of the Business Development Grant and are encouraged to submit applications.</p> |
|-----------|--|

|           |   |
|-----------|---|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The assessment will underpin delivery of the Business Development Grant to ensure that all eligible local businesses are given the same opportunity to access the funding.</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>  |

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|                                 |                                    |
|---------------------------------|------------------------------------|
| <b>Completed by:</b>            | Antony Bolter                      |
| <b>Date:</b>                    | 27 <sup>th</sup> November 2017     |
| <b>Position:</b>                | Business Support & Funding Manager |
| <b>Name of Head of Service:</b> | David Whetter                      |

## MEDIUM-TERM FINANCIAL PLAN SAVING PROPOSAL TEMPLATE

|              |             |
|--------------|-------------|
| DIRECTORATE: | Communities |
|--------------|-------------|

|               |                           |
|---------------|---------------------------|
| SERVICE AREA: | Regeneration And Planning |
|---------------|---------------------------|

### 1. GENERAL INFORMATION

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | Destination and Events programme: Review of Events at Llancaiach Fawr Manor |
|------------------|---|

|              |  |
|--------------|--|
| BUDGET AREA: | <b>Llancaiach Fawr Manor</b><br><br>Supplies and services budgets. |
|--------------|--|

|                             |  |
|-----------------------------|--|
| TOTAL BUDGET FOR THIS AREA: | Total supplies and services budget<br>£186,960 |
|-----------------------------|--|

|               |         |                                      |
|---------------|---------|--------------------------------------|
| TOTAL SAVING: | £10,000 | Saving as a % of total budget: 5.35% |
|---------------|---------|--------------------------------------|

|  |
|--|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
|--|

**Reduce expenditure on the 'Kings Day' event and 'Soft Play' activity days.**

The Kings Day event has been celebrated over many years as the 'key' determinant in the interpretation of the site but visitor numbers have been declining for many years despite several efforts to boost the event content.

Soft play activities have been introduced in recent years to appeal to a family audience over the holiday period but have not been the success anticipated.

**Cease running the Model Show – 'World in Miniature' event.**

A review of this event has shown that the event is costing more to stage than the income generated from it.

**Move the 'Barking Mad' Dog Show event to Saturday of the August bank holiday to accommodate previously agreed closure of the venue on Mondays, saving on staff costs.**

This is a successful event in terms of the numbers of attendees but generates significant staff costs as it is staged on the August bank holiday Monday. Llancaiach Fawr Manor is normally closed on Mondays and this will allow the event to be staged with reduced staffing costs and deploy the Monday closing regime as intended.

**Change operation 'Open Doors' scheme to pre-register for tours within normal opening and remove free entry day.**

'Open Doors' is a free event staged by CADW to increase access to heritage sites, monuments and visitor attractions. By operating a pre-registered system for free entry we can integrate the spirit of the event within existing admission opening hours over a specified time period and not have a free open day.

**Encourage greater third party / external event delivery organisers to use Llancaiach Fawr Manor as an event venue.**

By moving away from Council staff organising major events to one where key events are delivered as a through a partnership model by external organisations such as the Classic Car Show and Bedwellty Show we can offer a varied events programme at greater value for money.

## 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.

Potential reduction in service availability to the public for those who have attended events in the past.

Reduction in opening hours through Bank holiday Monday closing could impact on access to the service by reducing the number of days that the site is open to the public.

**Also, please identify the mitigating actions that will assist in managing this:**

By changing the way we deliver and the content of events we can focus on our core business to protect the future delivery of the service and provide a varied programme of activity and events to encourage repeat and new visitors.

There is a vibrant programme of children's activity days organised throughout the year and the reduction in specific soft play days for very young children will have minimal impact as there are alternative venues in the area providing similar activities.

By moving the 'Barking Mad' Dog Show we can preserve this successful event that has a dedicated appeal and following for better value for money for the tax paying residents of Caerphilly County Borough. Apart from this event, bank holiday events in previous years have not been well attended and the conclusion is drawn that seeking to organise events for these days is not commercially viable.

Changing the way in which we participate in the Cadw Open Doors Scheme for free entry over one day to pre-booked free access over a number of days where bookings can be accommodated alongside paying leisure visitors can protect existing income streams.

Other historic events such as a Taste of the Seasons are being planned for 2018, and beyond, as an in house series of events across the year, providing the same level of audience interaction, learning and enjoyment at a much lower cost.

The soft play days were not as well attended as our annual series of Children's Activity Days and more provision can be made for very young children within those events by investing a small amount of funds of the remaining budget in purchasing soft play equipment to mitigate the loss of these externally sourced activities.

In place of the Model Show, staff are in discussion with a third party individual to hire rooms to stage their own smaller, model railway exhibition event.



The model of developing new partnerships to host events with third party organisers is demonstrated by the commitment shown by Bedwellty Show organisers who are seeking a 5 year arrangement to allow them to plan ahead for a sustainable event future.

| TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK): |               |             |
|---|---------------|-------------|
| LOW IMPACT  | MEDIUM IMPACT | HIGH IMPACT |
| √   |               |             |

| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK)   | YES | NO |
|---|-----|----|
|   | √   |    |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:<br><br><a href="http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">http://sc-aptdden1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> |     |    |
| IF NO, PLEASE SPECIFY WHY BELOW?  |     |    |
|   |     |    |

**3. ORGANISATIONAL IMPACT ANALYSIS**

| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE ORGANISATION</b> :  |
|--|
| <p>The impact is predominantly concerned with a re-orientation of our priorities for public events- large events with high infrastructure costs are being reduced or removed and partnership working with external individuals and companies to continue to provide a varied event programme is being enhanced.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b><br/>Networking and developing new partnerships is crucial as is the continued support of our volunteer groups and the Friends of Llancaiach Fawr who provide practical support in running events effectively and safely.</p> |

| PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL <b>IMPACT UPON MEMBERS OF STAFF</b> :          |
|---|
| There is no deleterious impact upon permanent staff from these savings, instead they remove |

stress and additional work from managers and staff engaged in delivering the complex arrangements and safety standards required to operate a military re-enactment, that is best directed towards other events with higher attendance and income levels.

Relief staff are on zero hours contracts to work when required with the majority of them either students, with second jobs or semi-retired.

The reduction in the scale of the Kings Days event is a sensitive issue for staff who recognise the connection to Charles I's visit in 1645 which gives the focus for our interpretation.

|  |    |
|--|----|
| NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN BUDGET AREA AFFECTED: | 16 |
|--|----|

|   |  |
|---|--|
| NUMBER OF <b>POSTS</b> IN BUDGET AREA AFFECTED: | We have no events officer- all managers and staff are involved in the organisation and running of events |
|---|--|

|   |   |
|---|---|
| NUMBER OF <b>POSTS</b> AFFECTED BY THE PROPOSED SAVING: | There are no permanent staff effects from these proposals |
|---|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY <b>POSTS</b> ? |
|--|-------------------------|
| POST(S) ALREADY VACANT:                  | N/A                     |
| VOLUNTARY SEVERANCE:                     | N/A                     |
| RETIREMENT:                              | N/A                     |
| REDEPLOYMENT:                            | N/A                     |
| REDUNDANCY:                              | N/A                     |

|  |     |
|--|-----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | N/A |
|--|-----|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  |     | ✓  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

|   |     |    |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
|   |     | ✓  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND

|   |
|---|
| <ul style="list-style-type: none"> <li>• HOW THE PROPOSED SAVING WILL IMPACT</li> </ul> |
|   |

**4. RISK(S) AND SENSITIVITIES**

|  |     |    |
|--|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK)  | YES | NO |
|  | √   |    |
| IF YES, PLEASE SPECIFY BELOW:  |     |    |
| <p>There is a sensitivity issue in respect of the reduction in scale and scope of the Kings Day event as identified in the staff section but the impact on the public is likely to be negligible.</p>  |     |    |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?  |     |    |
| <p>The cost / benefit analysis has been explained to the historic interpreters who have undertaken this event annually. They are working with their line manager to develop new events with more public appeal to replace it and draw in new audiences as well as repeat visitors.</p> |     |    |

**5. CONSULTATION**

|   |
|---|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED:   |
| <p>The management team at Llancaiach Fawr Manor have identified these savings and discussed them with the Destinations and Events Manager. The proposals remove high cost events whilst maintaining a varied event programme throughout the year.</p> |

**6. OTHER RELEVANT INFORMATION**

|   |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
|   |

**HEAD OF SERVICE:**



**D Whetter (Interim Head of Regeneration)**

**DATE OF COMPLETION: 29th November 2017**

# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|   |   |
|---|---|
| <b>NAME OF NEW OR REVISED PROPOSAL*</b> | Destination and Events programme: Review of Events at Llancaiach Fawr Manor |
| <b>DIRECTORATE</b>                      | Communities   |
| <b>SERVICE AREA</b>                     | Destinations and Events   |
| <b>CONTACT OFFICER</b>                  | Diane Walker- General Manager   |
| <b>DATE FOR NEXT REVIEW OR REVISION</b> | N/A- savings proposal   |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

## INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |  |
|----------|--|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/><i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p><b>Reduce expenditure on the ‘Kings Day’ event and ‘Soft Play’ activity days.</b><br/>The Kings Day event has been celebrated over many years as the ‘key’ determinant in the interpretation of the site but visitor numbers have been declining for many years despite several efforts to boost the event content.</p> <p>Soft play activities have been introduced in recent years to appeal to a family audience over the holiday period but have not been the success anticipated.</p> <p><b>Cease running the Model Show – ‘World in Miniature’ event.</b><br/>A review of this event has shown that the event is costing more to stage than the income generated from it.</p> <p><b>Move the ‘Barking Mad’ Dog Show event to Saturday of the August bank holiday to accommodate previously agreed closure of the venue on Mondays, saving on staff costs.</b><br/>This is a successful event in terms of the numbers of attendees but generates significant staff costs as it is staged on the August bank holiday Monday. Llancaiach Fawr Manor is normally closed on Mondays and this will allow the event to be staged with reduced staffing costs and deploy the Monday closing regime as intended.</p> <p><b>Change operation ‘Open Doors’ scheme to pre-register for tours within normal opening and remove free entry day.</b><br/>‘Open Doors’ is a free event staged by CADW to increase access to heritage sites, monuments and visitor attractions. By operating a pre-registered system for free entry we can integrate the spirit of the event within existing admission opening hours over a specified time period and not have a free open day.</p> <p><b>Encourage greater third party / external event delivery organisers to use Llancaiach Fawr Manor as an event venue.</b></p> <p>By moving away from Council staff organising major events to one where key events are delivered as a through a partnership model by external organisations such as the Classic Car Show and Bedwellty Show we can offer a varied events programme at greater value for money.</p> |
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/><i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>There will be a limited impact on staff previously involved in the delivery of specific events such as Kings Day and there will be a reduction in the workload and staffing requirements as the event programme develops with greater partnership and external organisational delivery.</p>   |

|  |   |
|--|---|
|  | <p>The key users to the site are Educational visitors, leisure / holiday visitors, the local community and those attending private functions.</p> |
|--|---|

**IMPACT ON THE PUBLIC AND STAFF**

|                 |  |
|-----------------|--|
| <p><b>3</b></p> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br/> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The ‘open doors’ scheme is intended to remove barriers to accessing heritage and the proposal will maintain this as free entry will be maintained but delivered differently through a pre-booking process.</p> <p>The leisure / holiday visitors and the local community may be affected by the potential reduction in service hours and event reductions but there is still a variable event programme offered at the venue.</p> <p>Moving the Barking Mad Dog Show to a Saturday instead of a Bank Holiday Monday has nil impact as it is a non – working day for most people and the show was previously held for many years on the last Saturday of August and has an established following.</p> |
|                 | <p><b>Actions required:</b></p> <p>Purchase of soft play equipment for younger children to augment the existing equipment for the established Children’s Activity Days</p>   |

|                 |  |
|-----------------|--|
| <p><b>4</b></p> | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people’s disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>There are no consequences to the groups described above for the change in event programme.</p> |
|                 | <p><b>Actions required:</b></p> <p>None</p>  |

|   |  |
|---|--|
| 5 | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b></p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal)</i></p> <p>The opportunities for the public to engage with Llancaiach Fawr through the Welsh Language are unchanged by this proposal</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>  |

## INFORMATION COLLECTION

|   |   |
|---|---|
| 6 | <p><b>Is full information and analysis of users of the service available?</b></p> <p><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>Recent surveys concluded that we have a diverse socio- economic visitor balance, a broad age, gender and geographical spread of visitors from home and abroad. Our educational work during the week and our interpretation techniques allow for differences in interest levels, educational attainment, intellectual differentiation and physical access. None of which is affected by the proposal.</p> |
|   | <p><b>Actions required:</b></p> <p>None</p>   |

## CONSULTATION

|   |  |
|---|--|
| 7 | <p><b>What consultation has taken place?</b></p> <p><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Externally operated visitor surveys (during Kings Day 2017) identified that other historically based events would be equally appreciated, in particular events surrounding food and produce. As a consequence a series of in-house event days – ‘a Taste of the Seasons’, has been developed at much lower cost and over 8 days each year, to maximise opportunities for engagement.</p> |
|---|--|



|  |   |
|--|---|
|  | <p><b>Actions required:</b></p> <p>none</p> |
|--|---|

## MONITORING AND REVIEW

|           |  |
|-----------|--|
| <b>8</b>  | <p><b>How will the proposal be monitored?</b><br/> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>As the proposal is deemed to have low impact upon the public we will monitor the feedback from the alternative events by interacting with visitors and taking note of comments in our 'visitors' book.</p> <p>Managers and Staff are closely involved in the delivery of Children's Activity Days and will monitor feedback.</p> |
|           | <p><b>Actions required:</b></p> <p>We are able to consult with the Parent Network regarding suitable equipment to purchase for younger children in respect of the Children's Activity Days.</p>  |
| <b>9</b>  | <p><b>How will the monitoring be evaluated?</b><br/> <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Verbal feedback and our comments book will be monitored regularly and the results discussed at monthly management staff meetings.</p>  |
|           | <p><b>Actions required:</b></p> <p>Continued watching brief on feedback</p>  |
| <b>10</b> | <p><b>Have any support / guidance / training requirements been identified?</b><br/> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>N/A</p>   |
|           | <p><b>Actions required:</b></p> <p>None</p>  |

|           |  |
|-----------|--|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>The 'Open Doors' scheme will take place in a different format but will still take place.</p> <p>We will use some of the cost of running specific soft play days into purchasing equipment to better meet the play needs of very young children within our established Children's Activity Days.</p> <p>The 'Barking Mad' Dog Show will still take place on a different day.</p> |
|-----------|--|

|           |  |
|-----------|--|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>The process of considering these matters will feed into the planning and organisation of the event programme.</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>   |

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>Completed by:</b>            | Diane Walker                     |
| <b>Date:</b>                    | 23.11.17                         |
| <b>Position:</b>                | General Manager. Llancaiach Fawr |
| <b>Name of Head of Service:</b> | Dave Whetter                     |

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL TEMPLATE**

|              |                    |
|--------------|--------------------|
| DIRECTORATE: | <b>Communities</b> |
|--------------|--------------------|

|               |                                  |
|---------------|----------------------------------|
| SERVICE AREA: | <b>Regeneration and Planning</b> |
|---------------|----------------------------------|

**1. GENERAL INFORMATION**

|                  |   |
|------------------|---|
| SAVING PROPOSAL: | Urban Renewal - Reduction in Publicity and Promotion budget |
|------------------|---|

|              |   |
|--------------|---|
| BUDGET AREA: | <b>Urban Renewal &amp; Town Centre Management</b> |
|--------------|---|

|                             |  |
|-----------------------------|--|
| TOTAL BUDGET FOR THIS AREA: | <b>Total Budget £28,514</b> for publicity and promotional work made up of:<br>2506 P001 - £1,590<br>2506 P201 - £10,668<br>2506 Q251 - £16,256 |
|-----------------------------|--|

|               |         |                                      |
|---------------|---------|--------------------------------------|
| TOTAL SAVING: | £ 7,000 | Saving as a % of total budget: 24.5% |
|---------------|---------|--------------------------------------|

|   |
|---|
| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED:  |
| <p>Reduced frequency of Town Centre banner replacement and change-over and reduced expenditure on 'Choose the High Street' campaign.</p> <p>The frequency of banner changeovers will be reduced from 3 a year down to 2. This will result in savings on both the costs of designing new banners and the costs associated with removing and replacing them from street lighting columns in key locations within Caerphilly, Blackwood, Bargoed, Risca and Ystrad Mynach..</p> <p>Promotional activity under the umbrella "Choose the High Street" brand forms a cornerstone of the Council's town centre management model. Savings will be realised by reducing the promotional activity surrounding the Choose the High Street brand . The residual budget will be focused on the vital Christmas period.</p> |

**2. PUBLIC IMPACT ANALYSIS**

|  |
|--|
| PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD <b>IMPACT UPON THE PUBLIC:</b>     |
| CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, LONG TERM IMPLICATIONS FOR FUTURE |

GENERATIONS. SAVINGS NOW MAY ALSO SECURE FUTURE SERVICE PROVISION.

**Long Term**

A reduction of nearly 25% of the publicity and promotion budget will have an impact on the town centre business communities within the 5 town centres currently covered by the Town Centre Management function.

Banner changeovers will reduce by 33% so the general public using the towns and the retail community will see banners staying up for longer and being changed less frequently. This could lead to the in-situ banners showing visible signs of deterioration through wear and ageing.

Reducing the level of promotional activity for 18/19 onwards will impact on the business communities in that the amount of marketing and promotional work focused on the 5 towns will reduce.

However, the savings targeted at the marketing and promotional element of the Town Centre function will protect the core salary of the two man Town Centre team, allowing them to continue to offer advice and support to the town centre business communities.

**Also, please identify the mitigating actions that will assist in managing this:**

Even though these savings will be derived from reducing marketing and promotional budgets it must be stressed that there will still be sufficient resources to continue with a programme of banner replacement and to implement a more focused Choose the High Street campaign centred around Christmas.


Contracts pertaining to both the fabrication and installation/changing of banners are worded in such in way to allow for flexibility over the frequency service provision.

As the savings do not include salary costs of the Town Centre team, the 2 No. officers will still continue with their daily support duties within the 5 town centres, supporting them through the street audit process and also through regular face to face contact.

TACKLING ACCOUNT OF THE ABOVE, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| LOW<br>IMPACT | MEDIUM<br>IMPACT | HIGH<br>IMPACT |
|---------------|------------------|----------------|
| ✓             |                  |                |

| IS AN EQUALITY IMPACT ASSESSMENT REQUIRED TO BE COMPLETED FOR THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|---|-----|----|
|   | ✓   |    |
| IF YES, PLEASE COMPLETE THE EQUALITY IMPACT ASSESSMENT FORM:                                      |     |    |
| <a href="http://sc-">http://sc-</a>   |     |    |

|  |  |
|--|--|
| <a href="http://aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx">aptdken1/KENTICO/Departments/Equalities-and-Welsh-Language/Bulletins/Test-Impact-Assessment.aspx</a> | <br>Equality Impact Assessment Form 201 |
| IF NO, PLEASE SPECIFY WHY BELOW?   |  |
| N/A  |  |

### 3. ORGANISATIONAL IMPACT ANALYSIS

|   |
|---|
| <b>PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:</b>  |
| <p>There will be some negative feedback to the Council from the town centre business community as they realise that the Council's promotional and marketing activity associated with each town is being reduced by circa 25%.</p> <p>Reducing the frequency of the banner changeovers could have a negative impact on the quality of the street-scene in the town centres as the banners will be more prone to deteriorate through wear and tear. This could reflect badly on the Council.</p> <p><b>Also, please identify the mitigating actions that will assist in managing this:</b></p> <p>A clear message is already being presented to the business community through the regular dialogue that Urban Renewal and Town Centre Management staff have with them and also through the Town Centre Management Group and Town Centre Improvement Group meetings that budgets are reducing and that some functions will be affected.</p> |

|  |
|--|
| <b>PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:</b>  |
| <p>There will be some negative feedback towards staff in the Town Centre Management Team when they meet with the business communities from each of the town centres. As they 'walk' each town on a frequent basis there is potential to be some animosity shown by retailers they meet with.</p> |

|  |   |
|--|---|
| <b>NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED:</b> | 2 |
|--|---|

|   |   |
|---|---|
| <b>NUMBER OF POSTS IN BUDGET AREA AFFECTED:</b> | 2 |
|---|---|

|   |      |
|---|------|
| <b>NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING:</b> | none |
|---|------|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|--|-----------------|
| POST(S) ALREADY VACANT:                  | N/A             |
| VOLUNTARY SEVERANCE:                     | N/A             |

|               |     |
|---------------|-----|
| RETIREMENT:   | N/A |
| REDEPLOYMENT: | N/A |
| REDUNDANCY:   | N/A |

|  |     |
|--|-----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | N/A |
|--|-----|

|  |     |    |
|--|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
|  | ✓   |    |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

The banners are designed by the Council's Design and Print Section who recharge the Regeneration Department for the work. A reduction in banner changeovers would consequently reduce their workload and income fees.

At present the banners are fabricated by an external contractor. External contractors are also employed to physically remove and replace them so any reduction in the frequency of the changeovers would have no effect on CCBC departments.

The Council's Design and Print Section will still be used to develop new designs for banners albeit less frequently.

Traditionally, all Choose the High Street promotional material has been commissioned out by the Town Centre Management team to the Council's Design and Print Services. These commissions will reduce as promotional activity focuses solely on the High Street Christmas campaign.

|   |     |    |
|---|-----|----|
| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
|   |     | ✓  |

IF YES, PLEASE DESCRIBE BELOW:

- THE AREA(S) AFFECTED; AND
- HOW THE PROPOSED SAVING WILL IMPACT

N/A

#### 4. RISK(S) AND SENSITIVITIES

|   |     |    |
|---|-----|----|
| HAVE ANY RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
|   | ✓   |    |

|   |
|---|
| IF YES, PLEASE SPECIFY BELOW:   |
| Risk of adverse reaction by town centre business communities to the 25% reduction in marketing and promotional activity   |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED?   |
| <ul style="list-style-type: none"><li>- Regular face to face contact with the business community through the Town Centre Management team</li><li>- Monitoring the condition of the banners that are in place for extended durations</li></ul> |

## 5. CONSULTATION

|   |
|---|
| PLEASE PROVIDE DETAILS OF ANY SPECIFIC CONSULTATION(S) THAT HAVE BEEN UNDERTAKEN, ALONG WITH FEEDBACK RECEIVED: |
| None on this specific budget reduction  |

## 6. OTHER RELEVANT INFORMATION

|   |
|---|
| PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED. |
| Nothing to add.   |

**HEAD OF SERVICE:**



**D Whetter (Interim Head of Regeneration)**

**DATE OF COMPLETION: 29th November 2017**

# EQUALITY IMPACT ASSESSMENT FORM

April 2016

## THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

|  |  |
|--|--|
| <b>NAME OF NEW OR REVISED PROPOSAL *</b> | Reduced frequency of Town Centre banner replacement and change-over and reduced expenditure on "Choose the High Street" campaigns. |
| <b>DIRECTORATE</b>                       | Communities  |
| <b>SERVICE AREA</b>                      | Regeneration and Planning  |
| <b>CONTACT OFFICER</b>                   | Dave Whetter   |
| <b>DATE FOR NEXT REVIEW OR REVISION</b>  | Annually   |

**\*Throughout this Equalities Impact Assessment Form, 'proposal' is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**



## INTRODUCTION

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The form should be used if you have identified a need for a full EIA following the screening process covered in the [Equalities Implications in Committee Reports](#) guidance document (available on the [Equalities and Welsh Language Portal](#) on the Council's intranet).

The EIA should highlight any areas of risk and maximise the benefits of proposals in terms of Equalities. It therefore helps to ensure that the Council has considered everyone who might be affected by the proposal.

It also helps the Council to meet its legal responsibilities under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, the Welsh Language (Wales) Measure 2011 and supports the wider aims of the Well-being of Future Generations (Wales) Act 2015. There is also a requirement under Human Rights legislation for Local Authorities to consider Human Rights in developing proposals.

Specifically, Section 147 of the Equality Act 2010 is the provision that requires decision-makers to have 'due regard' to the equality implications of their decisions and Welsh Language Standards 88-97 require specific consideration of Welsh speakers under the Welsh Language Standards (No.1) Regulations 2015.

The Older People's Commissioner for Wales has also published 'Good Practice Guidance for Equality and Human Rights Impact Assessments and Scrutinising Changes to Community Services in Wales' to ensure that Local Authorities, and other service providers, carry out thorough and robust impact assessments and scrutiny when changes to community services are proposed, and that every consideration is given to mitigate the impact on older people and propose alternative approaches to service delivery.

The Council's work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

This approach strengthens work to promote Equalities by helping to identify and address any potential discriminatory effects before introducing something new or changing working practices, and reduces the risk of potential legal challenges.

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Equalities and Welsh Language Portal](#) and the Council's Equalities and Welsh Language team can offer support as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk) for assistance.

## PURPOSE OF THE PROPOSAL

|          |  |
|----------|--|
| <b>1</b> | <p><b>What is the proposal intended to achieve?</b><br/><i>(Please give a brief description of the purpose of the new or updated proposal by way of introduction.)</i></p> <p>The Town Centre Management Team's marketing and Promotional budget will be reduced by £7,000 from the 2018/18 financial year. The savings will be focused on reducing the frequency of Town Centre banner replacement and change-over and reduced expenditure on "Choose the High Street" campaigns</p> <p>The frequency of banner changeovers will be reduced from 3 a year down to 2. This will allow savings on both the costs of designing new banners and the costs associated with removing and replacing them from street lighting columns in our town centres.</p> <p>Promotional activity under the umbrella "Choose the High Street" brand forms a cornerstone of the Unique Places town centre management model. Savings will be realised by reducing the promotional activity surrounding the Choose the High Street brand, leaving a focus on the vital Christmas period.</p> |
| <b>2</b> | <p><b>Who are the service users affected by the proposal?</b><br/><i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i></p> <p>The main impact of the savings will be experienced by the retail community in each of the 5 town centres.</p>   |

## IMPACT ON THE PUBLIC AND STAFF

|                 |  |
|-----------------|--|
| <p><b>3</b></p> | <p><b>Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?</b><br/> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i></p> <p>The reduction in the budget will be felt equally across all 5 town centres and will not be concentrated on a single town's retail community. There will be a reduction in the number of banner changeovers per annum and there will be less marketing of the towns through the Choose the High Street brand.</p> |
|                 | <p><b>Actions required:</b></p> <p>Ensure that reduced promotion is spread across all 5 towns and not focused in on any one retail community.</p>  |
| <p><b>4</b></p> | <p><b>What are the consequences of the above for specific groups?</b><br/> <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i></p> <p>No specific group will be impacted upon. A reduction in the marketing of towns will impact on the retailers/businesses in the town but no one group will be affected directly or indirectly by this action</p>   |
|                 | <p><b>Actions required:</b></p> <p>N/A</p>   |
| <p><b>5</b></p> | <p><b>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</b><br/> <i>(The specific Policy Making Standards requirements are Standard numbers 88, 89,</i></p>  |

|  |   |
|--|---|
|  | <p>90, 91, 92 and 93. The full detail of each Standard is available on the Equalities and Welsh Language Portal).</p> <p><b>All marketing material including text on banners is produced bilingually and this will continue, post budget cuts proposed.</b></p> |
|  | <p><b>Actions required:</b><br/>Continue to produce material bilingually</p>  |

## INFORMATION COLLECTION

|          |  |
|----------|--|
| <b>6</b> | <p><b>Is full information and analysis of users of the service available?</b><br/><i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service? Does any savings proposals include an analysis of those affected?)</i></p> <p>The budget proposals do not have a direct affect on any CCBC service users</p> |
|          | <p><b>Actions required:</b></p> <p>N/A</p>   |

## CONSULTATION

|          |  |
|----------|--|
| <b>7</b> | <p><b>What consultation has taken place?</b><br/><i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have the Council's Equalities staff been consulted? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <p>Only £7,000 of savings are proposed and this will result in specific marketing or promotional activity being fully cut. Because of this low impact it was deemed unnecessary for a wider consultation process to be undertaken.</p> |
|          | <p><b>Actions required:</b></p> <p>None required</p>   |

## MONITORING AND REVIEW

|           |   |
|-----------|---|
| <b>8</b>  | <p><b>How will the proposal be monitored?</b><br/><i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>The Town Centre Manager will manage and monitor the change from 3 banner changeovers down to two and will also ensure that savings are made on the wider marketing budget through concentrating efforts on the Christmas campaign.</p> <p>Feedback from the retail community and through the town centre management groups will be canvassed to establish if the savings have had a large detrimental impact on the them</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"><li>- Town Centre Manager to manage and monitor budget</li><li>- Town Centre Manager to proactively engage with the town centre community to encourage feedback</li></ul>   |
| <b>9</b>  | <p><b>How will the monitoring be evaluated?</b><br/><i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>Feedback will be reported back to Head of Service</p>  |
|           | <p><b>Actions required:</b><br/>Town Centre Management team to collate feedback and report up to Head of Service</p>  |
| <b>10</b> | <p><b>Have any support / guidance / training requirements been identified?</b><br/><i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>No</p>  |

|  |                                  |
|--|----------------------------------|
|  |                                  |
|  | <b>Actions required:</b><br>None |

|           |  |
|-----------|--|
| <b>11</b> | <p><b>Where you have identified mitigating factors in previous answers that lessen the impact on any particular group in the community, or have identified any elsewhere, please summarise them here.</b></p> <p>N/A</p> |
|-----------|--|

|           |  |
|-----------|--|
| <b>12</b> | <p><b>What wider use will you make of this Equality Impact Assessment?</b><br/> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i></p> <p>Will be submitted to support saving proposals within a wider report to a special Regeneration and Environment Scrutiny Committee on the 13<sup>th</sup> December 2017</p> |
|           | <p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>   |

|                                 |                             |
|---------------------------------|-----------------------------|
| <b>Completed by:</b>            | Allan Dallimore             |
| <b>Date:</b>                    | 22.11.2017                  |
| <b>Position:</b>                | Team leader – Urban Renewal |
| <b>Name of Head of Service:</b> | Dave Whetter                |

## Appendix 4 – Nil Impacts

| Savings Proposal   | £000's        | Comments  | Public Impact |
|--|---------------|---|---------------|
| <b>REGENERATION &amp; PLANNING</b>   |               |   |               |
| Business Support & Funding - Increased rental income (Industrial Units/Offices).   | 45.00         | Budget realignment based on 2016/17 income outturn, as a result of 98% occupancy across the portfolio.  | Nil           |
| Business Support & Funding - Reduction in IT costs.  | 10.00         | The 2017/18 budget for IT is £25.4k. An in-year underspend of £10K is estimated.  | Nil           |
| Business Support & Funding - Reduction in printing, subscriptions, publicity and promotion costs.                                      | 17.00         | Budget realignment.   | Nil           |
| Destinations & Events - Review of staffing rotas and admin roles at Llancaiach Fawr.   | 34.00         | Increased use of flexible working arrangements to revise staffing rota hours to better align with busier periods during weekday and weekend opening hours | Nil           |
| Destinations & Events - Review of income/expenditure for Cwmcarn Visitor Centre.   | 49.00         | Underspend of £51k in 2016/17. Projected underspend of £37k currently for 2017/18.  | Nil           |
| Destinations & Events - Increased income for Visit Caerphilly and expenditure budget realignment.                                      | 15.00         | Budget realignment - Additional income is currently being generated.  | Nil           |
| Destinations & Events - Reduction in Events & Marketing budget.  | 30.00         | Budget realignment - An underspend of £32k was reported for 2016/17.  | Nil           |
| Destinations & Events - Reduction in expenditure for Blackwood Miners Institute.   | 5.00          | Budget realignment.   | Nil           |
| Destinations & Events - Reduction in expenditure for the Winding House.  | 11.00         | Budget realignment.   | Nil           |
| Urban Renewal - Increased income from rental by private sector businesses for designated Town Centre events space for "sales pitches". | 10.00         | Current Income is circa £20k per annum against a budget of £3k. Initial £3k of income contributes to costs of providing footfall cameras.                 | Nil           |
| Urban Renewal - Reduction in mileage, printing and miscellaneous expenditure.  | 6.00          | Budget realignment.   | Nil           |
| Urban Renewal - Deletion of Project Officer post (Grade 12).   | 56.00         | Deletion of vacant post.  | Nil           |
|  |               |   |               |
| <b>Sub-Total: -</b>  | <b>288.00</b> |   |               |
|  |               |   |               |



|   |               |  |     |
|---|---------------|--|-----|
| <b>ENGINEERING</b>  |               |  |     |
| Engineering - Restructure leading to salary budget reduction.   | 160.00        | Proposed restructure.  | Nil |
| Highways Operations - Risca canal maintenance budget reduction.   | 5.00          | Reduce programme. Ensure best use of existing capital budget (£212k)                                       | Nil |
| Highways Operations - New Roads & Street works Act (NRSWA) fee increase income budget.                      | 2.50          | Targeted approach - coring/inspection charges (£1.5k) & enforcement/penalties (£1k).                       | Nil |
| Highways Operations - Street Lighting design fee increase income budget                                     | 1.00          | Increase external income via design fee/EPG input and charge for inspection of CCBC assets.                | Nil |
| Transportation - Storage of Car Park machines budget removal  | 1.00          | Alternative storage removing the need to rent storage at £1.2k per annum.                                  | Nil |
| Transportation - Road closure notice fee increase income budget.  | 5.00          | Proposed increase in charges for TTRO Notices.   | Nil |
|   |               |  |     |
| <b>Sub-Total: -</b>   | <b>174.50</b> |  |     |
|   |               |  |     |
| <b>COMMUNITY &amp; LEISURE SERVICES</b>   |               |  |     |
| Sport & Leisure Services - Merging of Business Development Manager and Customer Services Officer posts.     | 34.00         | Roles combined into one post.  | Nil |
| Sport & Leisure Services - End of Invest to Save repayments for building extension at Risca Leisure Centre. | 46.00         | The advance from the Invest to Save Fund is now fully repaid so annual repayments will cease from 2018/19. | Nil |
| Sport & Leisure Services - Removal of budget identified to support Sport and Leisure Strategy work.         | 5.00          | Latest iteration of Strategy completed so revenue budget no longer required.                               | Nil |
| Fleet Management & Vehicle Maintenance - Reduction in IT Licensing costs.                                   | 10.00         | Budget realignment.  | Nil |
| Fleet Management & Vehicle Maintenance - Disposal of van.   | 2.50          | Reduction in van fleet.  | Nil |
| Building Cleaning - Management restructure.   | 38.00         | One Manager is due to retire and a minor restructure will be undertaken to lose one post.                  | Nil |
| Building Cleaning - Reduction in materials budget.  | 12.00         | Budget realignment.  | Nil |
| Building Cleaning - Reduction in IT costs.  | 0.50          | Budget realignment.  | Nil |
| Building Cleaning - Disposal of van.  | 2.00          | Reduction in van fleet.  | Nil |
| Community Centres - Management restructure.   | 40.00         | Saving will be achieved following the flexible retirement of a staff member.                               | Nil |

|   |       |  |     |
|---|-------|--|-----|
| Parks & Cemeteries - Bowling Green rationalisation.   | 10.00 | Phased removal of grants to Bowls Clubs as previously agreed by Cabinet.   | Nil |
| Parks & Cemeteries - Deletion of Area Parks Officer post.   | 38.00 | Postholder has resigned. Workload to be absorbed via integration of Parks & Countryside Service.   | Nil |
| Parks & Cemeteries - Reduction in Cemeteries maintenance budget.                                    | 20.00 | Budget realignment.  | Nil |
| Parks & Cemeteries - Deletion of Groundsman post.   | 19.00 | Post currently vacant.   | Nil |
| Parks & Cemeteries - Deletion of Gravedigger post.  | 23.00 | Post currently vacant.   | Nil |
| Parks & Cemeteries - Realignment of Cemetery income budget.   | 30.00 | Budget realignment.  | Nil |
| Parks & Cemeteries - Reduction in cleansing materials and PPE budget for Outdoor Facilities.        | 10.00 | Budget realignment.  | Nil |
| Parks & Cemeteries - Reduction in Community Asset Budget.   | 5.00  | Reduction in budget will reduce the overall ability to absorb maintenance of assets installed by communities e.g. play areas etc. However, the level of reduction proposed is likely to have a minimal impact. | Nil |
| Parks & Cemeteries - Reduction in the RCCO Budget.  | 5.00  | This will reduce the service ability to invest in new machinery but the level of reduction proposed is likely to have a minimal impact.  | Nil |
| Countryside - Mothballing of Markham Project.   | 19.00 | Staff lead on this has recently resigned and will not be replaced. 0.5 fte (full budget for post is £38k but there is an income budget of £9k for fee work)  | Nil |
| Countryside - Lease of certain land and buildings (Sirhowy Valley Walk).                            | 10.50 | Relates to Sirhowy Valley Facilities (Full Moon) - Reduced revenue costs as a result of lease income.  | Nil |
| Countryside - Lease of Babel Chapel, Cwmfelinfach.  | 1.00  | Planned lease to local artist.   | Nil |
| Countryside - Grants  | 14.00 | Fee income.  | Nil |
| Countryside - Reduction in overhead, materials and vehicle costs and shrinking contractor payments. | 7.50  | Phased reduction in costs.   | Nil |
| Countryside - Section 106 income.   | 7.00  | Section 106 Income yet to be released from sites at Hawtin Park, Newbridge and Dyffryn. Existing resources will be used so no additional expenditure.  | Nil |
| Countryside - Savings on Environmental works linked to reservoirs in Upper RV.                      | 6.00  |  | Nil |

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|--|---------------|---|-----|
| Countryside - Lease of Unit at Bowen Ind. Estate to GWT then subsequent closure. | 4.00          | If GWT do not renew lease at end of 20/21 then Unit will close. | Nil |
| Waste Strategy & Operations - Reduction in Cleansing staff numbers.              | 160.00        | Removal of vacant posts.  | Nil |
| Waste Strategy & Operations – Supervisory Restructure.                           | 67.00         | Proposed restructure to maximise available resources.           | Nil |
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| <b>Sub-Total: -</b>  | <b>646.00</b> |   |     |